



The Project Gutenberg EBook of An abridged list of Commercial Handbooks of Sir Isaac Pitman & Sons, Ltd., by Isaac & sons Pitman

This eBook is for the use of anyone anywhere in the United States and most other parts of the world at no cost and with almost no restrictions whatsoever. You may copy it, give it away or re-use it under the terms of the Project Gutenberg License included with this eBook or online at [www.gutenberg.org](http://www.gutenberg.org). If you are not located in the United States, you'll have to check the laws of the country where you are located before using this ebook.

Title: An abridged list of Commercial Handbooks of Sir Isaac Pitman & Sons, Ltd.

Author: Isaac & sons Pitman

Release Date: April 20, 2016 [EBook #51811]

Language: English

\*\*\* START OF THIS PROJECT GUTENBERG EBOOK COMMERCIAL HANDBOOKS--PITMAN & SONS \*\*\*

Produced by Judith Wirawan, deaurider and the Online Distributed Proofreading Team at <http://www.pgdp.net> (This file was produced from images generously made available by The Internet Archive)

# — AN ABRIDGED LIST OF THE — COMMERCIAL HANDBOOKS — OF — SIR ISAAC PITMAN & SONS, LTD.

LONDON: 1 AMEN CORNER, E.C.4

BATH: Phonetic Institute.

MELBOURNE: The Rialto, Collins St.

NEW YORK: 2 West 45th St.

---

The Prices contained in this Catalogue  
:: apply only to the British Isles ::

## TERMS—

*Cash MUST be sent with the order, AND MUST INCLUDE AN APPROXIMATE AMOUNT FOR THE POSTAGE. When a remittance is in excess of the sum required, the surplus will be returned.*

*Sums under 6d. can be sent in stamps. For sums of 6d. and upwards Postal Orders or Money Orders are preferred to stamps, and should be crossed and made payable to  
SIR ISAAC PITMAN & SONS, LTD.*

*Remittances from abroad should be by means of International Money Orders in Foreign Countries, and by British Postal Orders within the British Overseas Dominions. Colonial Postal Orders are not negotiable in England. Foreign stamps CANNOT BE ACCEPTED.*

---

## Table of Contents

[ARITHMETIC](#)  
[BOOK-KEEPING AND ACCOUNTANCY](#)  
[BUSINESS TRAINING, COPY BOOKS, ETC.](#)  
[CIVIL SERVICE](#)  
[ENGLISH AND COMMERCIAL CORRESPONDENCE](#)  
[COMMERCIAL GEOGRAPHY](#)  
[COMMERCIAL HISTORY](#)  
[ECONOMICS](#)  
[BANKING AND FINANCE](#)  
[INSURANCE](#)  
[SHIPPING](#)  
[SECRETARIAL WORK](#)  
[INCOME TAX](#)  
[BUSINESS ORGANIZATION AND MANAGEMENT](#)  
[ADVERTISING AND SALESMANSHIP](#)  
[BUSINESS HANDBOOKS AND WORKS OF REFERENCE](#)  
[COMMON COMMODITIES OF COMMERCE AND INDUSTRIES](#)  
[LAW](#)  
[FOREIGN LANGUAGES](#)  
[PITMAN'S SHORTHAND](#)  
[TYPEWRITING](#)  
[PERIODICALS](#)

---

## ARITHMETIC

<b>FIRST STEPS IN COMMERCIAL ARITHMETIC.</b> By ARTHUR E. WILLIAMS, M.A., B.Sc. In crown 8vo, limp cloth, 80 pp. 1/-	1/3
<b>FIVE ELEMENTS OF COMMERCIAL ARITHMETIC.</b> By THOMAS BROWN. In crown 8vo, cloth, 140 pp. 1/-	2/-
<b>BUSINESS ARITHMETIC. Part I.</b> In crown 8vo, cloth, 120 pp. 1/-	1/-
<b>BUSINESS ARITHMETIC. Part II.</b> In crown 8vo, cloth, 144 pp. 1/-	1/-
<b>COMPLETE COMMERCIAL ARITHMETIC.</b> Contains Parts I and II above mentioned. In crown 8vo, cloth, 264 pp. 1/6	1/6
<b>SMALLER COMMERCIAL ARITHMETIC.</b> By C. W. CROOK, B.A., B.Sc. In crown 8vo, cloth 1/6 net. Answers Net	1/6
<b>FIRST STEPS IN WORKSHOP ARITHMETIC.</b> By H. P. GREEN. In crown 8vo, limp cloth, about 80 pp. 1/-	1/3
<b>COMPLETE MERCANTILE ARITHMETIC.</b> With Elementary Mensuration. By H. P. GREEN, F.C.Sp.T. In crown 8vo, cloth gilt, with Key, 646 pp. 5/-	5/-
Complete book without Key, 600 pp., 4/6 net. Key separately, 1/3 net. Also in three parts. Part I, 300 pp., 3/6 net. Part II, 208 pp., 1/6 net. Part III, 100 pp. 1/- net.	
<b>FIVE PRINCIPLES AND PRACTICE OF COMMERCIAL ARITHMETIC.</b> By P. W. NORRIS, M.A., B.Sc. In demy 8vo, cloth, 452 pp. 7/6	7/6
<b>COUNTING HOUSE MATHEMATICS.</b> By H. W. PORRITT and W. NICKLIN, A.S.A.A. In crown 8vo, cloth, 120 pp. 1/6	1/6
<b>ARITHMETIC AND BOOK-KEEPING.</b> By THOS. BROWN, F.S.S., and VINCENT E. COLLINGE, A.C.I.S. In two parts. Each in crown 8vo, cloth. Part 1, 124 pp, 1/6 net. Part 2, 115 pp. 1/3	1/3
<b>LOGARITHMS FOR BUSINESS PURPOSES.</b> By H. W. PORRITT and W. NICKLIN, A.S.A.A. In crown 8vo, limp cloth 9d.	9d.
<b>RAPID METHODS IN ARITHMETIC.</b> By JOHN JOHNSTON. Revised and Edited by G. K. BUCKNALL, A.C.I.S. (Hons.). New and Enlarged Edition. In foolscap 8vo, cloth, 96 pp. 1/-	1/-
<b>EXERCISES ON RAPID METHODS IN ARITHMETIC.</b> By JOHN JOHNSTON. In foolscap 8vo, cloth 1/-	1/-
<b>METHOD IN ARITHMETIC.</b> A guide to the teaching of Arithmetic. By G. R. PURDIE, B.A. In crown 8vo, cloth, 87 pp. 1/6	1/6
<b>THE METRIC AND BRITISH SYSTEM OF WEIGHTS, MEASURES, AND COINAGE.</b> By DR. F. MOLLWO PERKIN. In 8vo, with numerous illustrations 2/6	2/6
<b>ARITHMETIC OF ALTERNATING CURRENTS.</b> By E. H. CRAPPER, M.I.E.E. In crown 8vo, illustrated 3/6	3/6
<b>ARITHMETIC OF ELECTRICAL ENGINEERING.</b> For Technical Students. In crown 8vo, illustrated 3/6	3/6
<b>THE SLIDE RULE: ITS OPERATIONS; AND DIGIT RULES.</b> Pocket size 6d.	6d.
<b>THE SLIDE RULE. A Practical Manual.</b> Illustrated 3/6	3/6

## BOOK-KEEPING AND ACCOUNTANCY

<b>FIRST STEPS IN BOOK-KEEPING.</b> By W. A. HATCHARD, A.C.P., F.B.T. In crown 8vo, limp cloth, 80 pp. :t	1/3
<b>PRIMER OF BOOK-KEEPING.</b> Thoroughly prepares the student for the study of more elaborate treatises. In crown 8vo, cloth, 144 pp. <b>Answers, Net</b>	1/6
<b>ASY EXERCISES FOR PRIMER OF BOOK-KEEPING.</b> In crown 8vo, 48 pp.	6d.
<b>BOOK-KEEPING FOR BEGINNERS.</b> A first course in the art of up-to-date Book-keeping. With Answers to the Exercises. By W. E. HOOPER, A.C.I.S. In crown 8vo, cloth, 148 pp. :t	2/-
<b>THE ELEMENTS OF BOOK-KEEPING.</b> By W. O. BUXTON, A.C.A. (Hons.). In crown 8vo, cloth, 157 pp. :t	2/-
<b>BOOK-KEEPING AND COMMERCIAL PRACTICE.</b> By H. H. SMITH, F.C.T., F.Inc.S.T. In crown 8vo, cloth, 152 pp.	1/9
<b>BOOK-KEEPING SIMPLIFIED.</b> Thoroughly revised edition. By W. O. BUXTON, A.C.A. (Hons.). In crown 8vo, cloth, 304 pp. <b>Answers, Net</b>	2/-
<b>ADVANCED BOOK-KEEPING.</b> In crown 8vo, cloth, 187 pp. :t	3/6
<b>HIGHER BOOK-KEEPING AND ACCOUNTS.</b> By H. W. PORRITT and W. NICKLIN, A.S.A.A. In crown 8vo, cloth, 304 pp., with many up-to-date forms and facsimile documents :t	3/6
<b>FULL COURSE IN BOOK-KEEPING.</b> By H. W. PORRITT and W. NICKLIN, A.S.A.A. In crown 8vo, cloth gilt, 540 pp. :t	5/-
<b>COMPLETE BOOK-KEEPING.</b> A thoroughly comprehensive text-book, dealing with all departments of the subject. In crown 8vo, cloth, 424 pp. <b>Answers, Net</b>	2/6
<b>ADVANCED ACCOUNTS.</b> A Practical Manual for the Advanced Student and Teacher. Edited by ROGER N. CARTER, M.Com., F.C.A. In demy 8vo, cloth gilt, 988 pp., with many forms and facsimile documents :t	7/6
<b>DICTIONARY OF BOOK-KEEPING.</b> A Practical Guide and Book of Reference for Teachers, Students and Practitioners. By R. J. PORTERS. In demy 8vo, cloth gilt, with facsimiles, 780 pp. :t	7/6
<b>BOOK-KEEPING FOR RETAILERS.</b> By H. W. PORRITT and W. NICKLIN, A.S.A.A. In crown 8vo, cloth, 124 pp. :t	2/-
<b>ADDITIONAL EXERCISES IN BOOK-KEEPING, Nos. I and II.</b> New Editions. In crown 8vo, 56 pp. No. 1, 8d. net. No. 2, 9d. net <b>Answers, each, Net</b>	6d.
<b>BOOK-KEEPING TEST CARDS.</b> Elem. and Inter. Per set :t	1/6
<b>BUSINESS BOOK-KEEPING.</b> By J. ROUTLEY. In crown 8vo, cloth, 360 pp. :t	3/6
<b>AMINATION NOTES ON BOOK-KEEPING AND ACCOUNTANCY.</b> By J. BLAKE HARROLD, A.C.I.S., F.C.R.A. Cloth, 6-1/2 in. by 3-1/2 in., 56 pp. :t	1/-
<b>DETAIL BOOK-KEEPING.</b> With illustrative forms and exercises. In crown 8vo, cloth, 72 pp. :t	2/6
<b>BOOK-KEEPING AND ACCOUNTANCY PROBLEMS.</b> By G. JOHNSON, F.C.I.S. In crown 8vo, cloth gilt, 112 pp. :t	2/6
<b>COMBINED MANUSCRIPT BOOK FOR BOOK-KEEPING.</b> In crown 4to, stiff paper wrapper, 96 pp.	1/6
<b>REAL MANUSCRIPT BOOKS FOR BOOK-KEEPING.</b> Specially ruled and adapted for working the exercises contained in the Primer of Book-keeping. The sets consist of: Cash Book; Purchase Book; Sales Book and Journal; Ledger. Each	6d.
<b>WORK ON EXERCISE BOOK FOR BOOK-KEEPING.</b> Specially adapted for the exercises in <i>Book-keeping Simplified</i> or <i>Advanced Book-keeping</i> . Foolscap folio. Journal, 6d.; Cash Book, 6d.; Ledger	10d.
<b>AMINATION NOTES ON MUNICIPAL ACCOUNTANCY.</b> By W. G. DAVIS, A.S.A.A. Size 6-1/2 in. by 3-1/2 in., cloth, 56 pp.	2/-

†	<b>BALANCE SHEETS: HOW TO READ AND UNDERSTAND THEM.</b> By PHILIP TOVEY, F.C.I.S. In foolscap 8vo, cloth, 85 pp., with 26 inset Balance Sheets	
†		2/-
†	<b>HOW TO BECOME A QUALIFIED ACCOUNTANT.</b> By R. A. WITTY, A.S.A.A. Second Edition. In crown 8vo, cloth, 120 pp.	2/6
†	<b>BOOK-KEEPING.</b> By F. W. PIXLEY, F.C.A., <i>Barrister-at-Law</i> . In demy 8vo, cloth, 318 pp.	6/-
†	<b>BOOK-KEEPING TEACHERS' MANUAL.</b> By C. H. KIRTON, A.C.I.S., F.Inc.S.T. In demy 8vo, cloth gilt, 230 pp.	5/-
†	<b>NOTES OF LESSONS ON BOOK-KEEPING.</b> By J. ROUTLEY. In crown 8vo, 133 pp.	3/-
†	<b>AUDITING, ACCOUNTING AND BANKING.</b> By FRANK DOWLER, A.C.A., and E. MARDINOR HARRIS, A.I.B. In demy 8vo, cloth gilt, 328 pp.	5/-
†	<b>PRINCIPLES OF BOOK-KEEPING EXPLAINED.</b> By I. H. HUMPHRYS. In crown 8vo, cloth, 120 pp.	2/6
†	<b>MANUFACTURING BOOK-KEEPING AND COSTS.</b> By G. JOHNSON, F.C.I.S. In demy 8vo, cloth gilt, 120 pp.	3/6
†	<b>PRACTICAL BOOK-KEEPING.</b> By the same Author. In demy 8vo, cloth, 420 pp.	6/-
†	<b>DEPRECIATION AND WASTING ASSETS, and their Treatment in Computing Annual Profit and Loss.</b> By P. D. LEAKE, F.C.A. In demy 8vo, cloth gilt, 257 pp.	12/6
†	<b>THE PRINCIPLES OF AUDITING.</b> By F. R. M. DE PAULA, F.C.A. In demy 8vo, cloth gilt, 224 pp.	6/-
†	<b>BEST ACCOUNTS IN PRINCIPLE AND PRACTICE.</b> By A. CLIFFORD RIDGWAY, F.C.A. In demy 8vo, cloth gilt, 120 pp.	5/-
†	<b>OLD MINE ACCOUNTS AND COSTING. A Practical Manual for Officials, Accountants, Book-keepers, Etc.</b> By G. W. TAIT. In demy 8vo, cloth gilt, 93 pp.	5/-
†	<b>COMPANY ACCOUNTS.</b> A complete, practical Manual for the use of officials in Limited Companies and advanced students. By ARTHUR COLES, F.C.I.S. In demy 8vo, cloth gilt, 356 pp. Second Edition	7/6
†	<b>THE ACCOUNTS OF EXECUTORS, ADMINISTRATORS AND TRUSTEES.</b> By WILLIAM B. PHILLIPS, A.C.A. (Hons. Inter. and Final), A.C.I.S. In demy 8vo, cloth gilt, 152 pp.	5/-
†	<b>RAILWAY ACCOUNTS AND FINANCE.</b> The Railway Companies (Accounts and Returns) Act, 1911. By ALLEN E. NEWHOOK, A.K.C. In demy 8vo, cloth gilt, 148 pp.	5/-
†	<b>THE PERSONAL ACCOUNT BOOK.</b> By W. G. DOUSLEY, B.A. Size, 15-1/2 in. by 9-1/2 in., half leather, 106 pp., with interleaved blotting paper	7/6
†	<b>BOOKKEEPERS' ACCOUNTS SIMPLIFIED.</b> By C. D. CORNELL. In crown 8vo, 70 pp.	1/6
†	<b>THE "EFFICIENT" CHECK FIGURE SYSTEM.</b> By H. O. HORTON. In demy 8vo, 22 pp.	1/-

## BUSINESS TRAINING, COPY BOOKS, ETC.

<b>COMMERCIAL READER (Junior Book).</b> Our Food Supplies. By F. W. CHAMBERS. With over 70 illustrations, 240 pp. it	2/6
<b>COMMERCIAL READER (Intermediate Book).</b> Our Manufacturing Industries. In crown 8vo, cloth, 240 pp. Over 150 illustrations it	2/6
<b>COMMERCIAL READER (Senior Book).</b> An introduction to Modern Commerce. Contains over 160 black and white illustrations. In crown 8vo, cloth, 272 pp. it	2/6
<b>OFFICE ROUTINE FOR BOYS AND GIRLS.</b> In three stages. Each in crown 8vo, 64 pp. ch	8d.
<b>FIRST STEPS IN BUSINESS TRAINING.</b> By V. E. COLLINGE, A.C.I.S. In crown 8vo, limp cloth, 80 pp. it	1/3
<b>HUNTING-HOUSE ROUTINE. 1st Year's Course.</b> By VINCENT E. COLLINGE, A.C.I.S. In crown 8vo, cloth, with illustrations, maps, and facsimile commercial forms, 162 pp. it	1/9
<b>HUNTING-HOUSE ROUTINE. 2nd Year's Course.</b> By VINCENT E. COLLINGE, A.C.I.S. In crown 8vo, cloth, with illustrations, maps and facsimile commercial forms, 188 pp. it	1/9
<b>THE PRINCIPLES OF BUSINESS.</b> By JAMES STEPHENSON. M.A., M.Com., B.Sc. Part 1. In crown 8vo, cloth, 217 pp. <b>Net</b>	2/6
Part 2. In crown 8vo, cloth, 320 pp. <b>Net</b>	3/6
<b>ANNUAL OF BUSINESS TRAINING.</b> Contains 66 maps and facsimiles. Eighth Edition, thoroughly revised and considerably enlarged. In crown 8vo, cloth, 302 pp.	3/6
<b>THE PRINCIPLES AND PRACTICE OF COMMERCE.</b> By JAMES STEPHENSON, M.A., M.Com., B.Sc. In demy 8vo, cloth gilt, 648 pp., with many illustrations, diagrams, etc. it	7/6
<b>COMMERCIAL PRACTICE.</b> By ALFRED SCHOFIELD. In crown 8vo, cloth, 296 pp. it	4/-
<b>THE THEORY AND PRACTICE OF COMMERCE. Being a Complete Guide to Methods and Machinery of Business.</b> Edited by F. HEELIS, F.C.I.S., Assisted by Specialist Contributors. In demy 8vo, cloth gilt, 620 pp., with many facsimile forms <b>6/- Net</b> . Also in 2 vols., each it	2/6
<b>HOW TO TEACH BUSINESS TRAINING.</b> By F. HEELIS, F.C.I.S. In crown 8vo, 160 pp. it	2/6
<b>QUESTIONS IN BUSINESS TRAINING.</b> By F. HEELIS, F.C.I.S. In crown 8vo, cloth, 108 pp. it	1/3
<b>MODERN BUSINESS AND ITS METHODS.</b> By W. CAMPBELL, Chartered Secretary. In two vols. Each <b>3/6 Net</b> . Complete it	6/-
<b>COURSE IN BUSINESS TRAINING.</b> By G. K. BUCKNALL, A.C.I.S. In crown 8vo, 192 pp.	2/6
<b>FACSIMILE COMMERCIAL FORMS.</b> New, Revised, and Enlarged Edition. Thirty-five separate forms in envelope it	1/-
Forms separately, per doz. <b>Net</b>	4d.
<b>EXERCISE BOOK OF FACSIMILE COMMERCIAL FORMS.</b> In large post 4to, 32 pp.	8d.
<b>FACSIMILE COMPANY FORMS.</b> Thirty-four separate forms in envelope it	1/3
Forms separately, per doz. <b>Net</b>	6d.
<b>NEW ERA" BUSINESS COPY BOOKS.</b> By F. HEELIS, F.C.I.S. Civil Service Style. In three books. Junior, Intermediate, and Senior. Each in stout paper covers, large post 4to, 32 pp. it	6d.

<b>BUSINESS TRAINING EXERCISE BOOK. Part 1.</b> By JAMES E. SLADEN, M.A. (Oxon.), F.I.S.A. In large post 4to, 64 pp. it	<b>8d.</b>
<b>MANUSCRIPT LETTERS AND EXERCISES.</b> In envelope. it	<b>8d.</b>
<b>OFFICE ROUTINE COPY BOOKS, No. 1, 8d. net, No. 2, 6d. and No. 3. 6d.</b> Each in large post 4to, 24 pp.	
<b>COMMERCIAL HANDWRITING AND CORRESPONDENCE.</b> In foolscap 4to, quarter cloth, 80 pp. it	<b>2/-</b>
<b>BUSINESS HANDWRITING.</b> Seventh Edition, Revised. In crown 8vo, cloth, 84 pp. it	<b>1/6</b>
<b>HOW TO WRITE A GOOD HAND.</b> By B. T. B. HOLLINGS. In crown 8vo, oblong, 56 pp. it	<b>1/6</b>
<b>HANDBOOK FOR COMMERCIAL TEACHERS.</b> By FRED HALL, M.A., B.Com., F.C.I.S., etc. In crown 8vo, cloth gilt, 200 pp. it	<b>2/6</b>
<b>THE BUSINESS GIRL'S HANDBOOK.</b> By C. CHISHOLM, M.A., and D. W. WALTON. Foreword by SARAH BERNHARDT. In crown 8vo, cloth, 176 pp. it	<b>2/6</b>
<b>THE BOY'S BOOK OF BUSINESS.</b> By the same Authors. Foreword by Lieut.-Gen. Sir R. S. S. BADEN-POWELL. In crown 8vo, cloth, 176 pp. it	<b>2/-</b>
<b>BUSINESS METHODS AND SECRETARIAL WORK FOR GIRLS AND WOMEN.</b> By HELEN REYNARD, M.A. In crown 8vo, cloth, 96 pp. it	<b>1/6</b>
<b>THE JUNIOR WOMAN SECRETARY.</b> By ANNIE E. DAVIS, F.Inc.S.T. In crown 8vo, cloth, 100 pp., with illustrations it	<b>1/3</b>
<b>THE JUNIOR CORPORATION CLERK.</b> By J. B. CARRINGTON, F.S.A.A. In crown 8vo, cloth gilt, with illustrations, 136 pp. it	<b>1/6</b>
<b>POPULAR GUIDE TO JOURNALISM.</b> By A. KINGSTON. 4th Edition. In crown 8vo, 124 pp., cloth it	<b>1/6</b>
<b>PRACTICAL JOURNALISM AND NEWSPAPER LAW.</b> By A. BAKER, M.J.I., and E. A. COPE. In crown 8vo, cloth, 180 pp. it	<b>3/6</b>



## CIVIL SERVICE

<b>CIVIL SERVICE GUIDE.</b> By A. J. LAWFORD JONES. In crown 8vo, cloth, 129 pp. :t	1/6
<b>GESTING RETURNS INTO SUMMARIES.</b> By A. J. LAWFORD JONES, of H.M. Civil Service. In crown 8vo, cloth, 84 pp. :t	2/-
<b>COPYING MANUSCRIPT, ORTHOGRAPHY, HANDWRITING, etc.</b> By the same Author. Actual Examination Papers only. In foolscap folio, 48 pp. :t	2/-
<b>CIVIL SERVICE HANDWRITING GUIDE AND COPY BOOK.</b> By H. T. JESSOP, B.Sc. In crown 4to, 32 pp. :t	6d.
<b>CIVIL SERVICE AND COMMERCIAL COPYING FORMS.</b> In crown 8vo, 40 pp. :t	6d.
<b>FILED FORMS FOR USE WITH THE ABOVE. Books I and II.</b> Each foolscap folio. 40 pp. :t	8d.
<b>CIVIL AND COMMERCIAL LONG AND CROSS TOTS.</b> Two Series, each in crown 8vo, 48 pp. :t	6d.
<b>CIVIL SERVICE ARITHMETIC TESTS.</b> By P. J. VARLEY-TIPTON. In crown 8vo, cloth, 102 pp. :t	2/-
<b>CIVIL SERVICE ESSAY WRITING.</b> By W. J. ADDIS, M.A. In crown 8vo, limp cloth, 108 pp. :t	2/-
<b>CIVIL SERVICE PRACTICE IN PRÉCIS WRITING.</b> Edited by ARTHUR REYNOLDS, M.A. (Oxon.). In crown 8vo, cloth, 240 pp. :t	2/6
<b>ELEMENTARY PRÉCIS WRITING.</b> By WALTER SHAWCROSS, B.A. In crown 8vo, cloth, 80 pp. :t	1/3
<b>GUIDE TO INDEXING AND PRÉCIS WRITING.</b> By W. J. WESTON, M.A., B.Sc. (Lond.), and E. BOWKER. In crown 8vo, cloth, 110 pp. :t	1/6
<b>INDEXING AND PRÉCIS WRITING.</b> By A. J. LAWFORD JONES. In crown 8vo, cloth, 144 pp. :t	2/-
<b>EXERCISES AND ANSWERS IN INDEXING AND PRÉCIS WRITING.</b> By W. J. WESTON, M.A., B.Sc. (Lond.). In crown 8vo, cloth, 144 pp. :t	2/-

---

## ENGLISH AND COMMERCIAL CORRESPONDENCE

<b>FIRST STEPS IN COMMERCIAL ENGLISH.</b> By W. J. WESTON, M.A., B.Sc. (Lond.). In crown 8vo, limp cloth, 80 pp.	
†	1/3
<b>FIRST STEPS IN BUSINESS LETTER WRITING.</b> By FRED HALL, M.A., B.Com., F.C.I.S., etc. In crown 8vo, limp cloth, 80 pp.	
†	1/3
<b>GUIDE TO COMMERCIAL CORRESPONDENCE AND BUSINESS COMPOSITION.</b> By W. J. WESTON, M.A., B.Sc. (Lond.). In crown 8vo, cloth, 156 pp., with many facsimile commercial documents	
	2/6
<b>ANNUAL OF COMMERCIAL ENGLISH.</b> By WALTER SHAWCROSS, B.A. Including Composition and Précis Writing. In crown 8vo, cloth gilt, 234 pp.	
†	2/6
<b>HOW TO TEACH COMMERCIAL ENGLISH.</b> By WALTER SHAWCROSS, B.A. In crown 8vo, cloth gilt, 160 pp.	
†	3/6
<b>COMMERCIAL CORRESPONDENCE AND COMMERCIAL ENGLISH.</b> In crown 8vo, cloth, 272 pp.	
	3/6
<b>PRINCIPLES AND PRACTICE OF COMMERCIAL CORRESPONDENCE.</b> By J. STEPHENSON, M.A., M.Com., B.Sc. In demy 8vo, 320 pp.	
†	7/6
<b>ENGLISH MERCANTILE CORRESPONDENCE.</b> In crown 8vo, cloth gilt, 260 pp.	
†	3/6
<b>FIRST STEPS IN BUSINESS COMPOSITION.</b> Edited by R. W. HOLLAND, M.A., M.Sc., LL.D. In crown 8vo, limp cloth, 80 pp.	
†	1/3
<b>ENGLISH COMPOSITION AND CORRESPONDENCE.</b> By J. F. DAVIS, D.Lit., M.A., LL.B. (Lond.). In crown 8vo, cloth, 118 pp.	
†	2/-
<b>GUIDE TO ENGLISH COMPOSITION.</b> By the Rev. J. H. BACON. 112 pp. cloth	
†	2/-
<b>ENGLISH GRAMMAR.</b> New Edition, Revised and Enlarged by C. D. PUNCHARD, B.A. (Lond.). In crown 8vo, cloth, 142 pp.	
†	2/-
<b>ENGLISH GRAMMAR AND COMPOSITION.</b> By W. J. WESTON, M.A., B.Sc. (Lond.). In crown 8vo, cloth, 320 pp.	
†	3/6
<b>ENGLISH PROSE COMPOSITION.</b> By W. J. WESTON, M.A., B.Sc. In crown 8vo, cloth, 224 pp.	
†	3/6
<b>SELF-HELP EXERCISES IN ENGLISH</b> (Reform Method). In crown 8vo, limp cloth, 80 pp.	
†	1/3
<b>NOTES OF LESSONS ON ENGLISH.</b> In crown 8vo, cloth, 208 pp.	
†	3/6
<b>INSTRUCTION AS A MEANS OF EXPRESSION.</b> By A. E. LOVELL, M.A. In crown 8vo, cloth, 80 pp.	
†	1/-
<b>PRÉCIS WRITING</b>	
<b>ESSAY WRITING</b>	} (See CIVIL SERVICE, page 4)
<b>STUDIES IN ELOCUTION.</b> By E. M. CORBOULD ( <i>Mrs. Mark Robinson</i> ). With over 100 selections for Reciters and Readers. In crown 8vo, cloth gilt, 270 pp.	
†	3/6
<b>POCKET DICTIONARY.</b> Royal 32mo, 5 in. by 3 in., cloth gilt, 362 pp.	
†	1/6
<b>COMMERCIAL DICTIONARY.</b> In foolscap 8vo, paper boards, 192 pp.	
†	1/-
<b>BOOK OF HOMONYMS.</b> With copious Exercises on Homogeneous, and Homophonous Words and chapters on Compound Hyphenated Words, etc. By B. S. BARRETT. In crown 8vo, cloth, 203 pp.	
†	2/-

## COMMERCIAL GEOGRAPHY

**FIRST STEPS IN COMMERCIAL GEOGRAPHY.** By JAMES STEPHENSON, M.A., B.Com. There are 16 maps and diagrams included. In crown 8vo, limp cloth, 80 pp.

1/- 1/3

**THE WORLD AND ITS COMMERCE.** In crown 8vo, cloth, 128 pp., with 34 maps

1/8

**THE ELEMENTS OF COMMERCIAL GEOGRAPHY.** By C. H. GRANT, M.Sc., F.R.Met.Soc. In crown 8vo, cloth, 140 pp.

2/-

**COMMERCIAL GEOGRAPHY OF THE BRITISH ISLES.** In crown 8vo, cloth, 150 pp., with 34 coloured maps and plates, three black and white maps, and other illustrations

2/-

**COMMERCIAL GEOGRAPHY OF THE BRITISH EMPIRE ABROAD AND FOREIGN COUNTRIES.** In crown 8vo, cloth, 205 pp., with 35 coloured maps and plates, 11 black and white maps, and end-paper maps

2/-

**COMMERCIAL GEOGRAPHY OF THE WORLD.** In crown 8vo, cloth, 350 pp., with about 90 maps and plates

4/6

**EXAMINATION NOTES ON COMMERCIAL GEOGRAPHY.** By W. P. RUTTER, M.Com. Size 6-1/2 in. by 3-1/2 in., cloth, 120 pp.

1/6

**ECONOMIC GEOGRAPHY.** (See "ECONOMICS" page 6)

**THE ELEMENTS OF COMMERCIAL HISTORY.** By FRED HALL, M.A., B.Com., F.C.I.S. In crown 8vo, cloth, 164 pp.

2/-

## COMMERCIAL HISTORY

**COMMERCIAL HISTORY.** By J. R. V. MARCHANT, M.A. In crown 8vo, cloth gilt, 272 pp.

4/6

**PRINCIPLES OF COMMERCIAL HISTORY.** By J. STEPHENSON, M.A., M.Com., B.Sc. In demy 8vo, cloth, 279 pp.

7/6

**ECONOMIC HISTORY.** (See "ECONOMICS" below.)



## ECONOMICS

<b>THE ELEMENTS OF POLITICAL ECONOMY.</b> By H. HALL, B.A. In crown 8vo, cloth, 140 pp.	2/-
†	
<b>GUIDE TO POLITICAL ECONOMY.</b> By F. H. SPENCER, D.Sc., LL.B. In crown 8vo, cloth gilt, 232 pp.	3/6
†	
<b>OUTLINES OF THE ECONOMIC HISTORY OF ENGLAND: A Study in Social Development.</b> By H. O. MEREDITH, M.A., M.Com. In demy 8vo, cloth gilt, 376 pp.	6/-
†	
<b>ECONOMIC GEOGRAPHY.</b> By JOHN McFARLANE, M.A., M.Com. In demy 8vo, cloth gilt, 568 pp., 18 illustrations	8/6
†	
<b>THE HISTORY AND ECONOMICS OF TRANSPORT.</b> By A. W. KIRKALDY, M.A., B.Litt. (Oxford), M.Com. (Birm.), and A. DUDLEY EVANS. In demy 8vo, cloth gilt, 350 pp.	7/6
†	
<b>THE ECONOMICS OF TELEGRAPHS AND TELEPHONES.</b> By JOHN LEE, M.A. In crown 8vo, cloth gilt, 92 pp.	2/6
†	
<b>INDUSTRY AND FINANCE. (Supplementary Volume.)</b> Edited by A. W. KIRKALDY, M.A., B.Litt., M.Com. In demy 8vo, cloth, 180 pp.	5/-
†	
<b>OUTLINES OF LOCAL GOVERNMENT.</b> By JOHN J. CLARKE, M.A., F.S.S. In crown 8vo, 83 pp.	1/6
†	
<b>OUTLINES OF CENTRAL GOVERNMENT.</b> By the same Author. In crown 8vo. 90 pp.	1/6
†	
<b>OUTLINES OF INDUSTRIAL AND SOCIAL ECONOMICS.</b> By the same Author. In crown 8vo, 108 pp.	1/6
†	

---

## BANKING AND FINANCE

<b>THE ELEMENTS OF BANKING.</b> By J. P. GANDY. In crown 8vo, cloth, 140 pp.	2/-
<b>BANK ORGANIZATION, MANAGEMENT, AND ACCOUNTS.</b> By J. F. DAVIS, M.A., D.Lit., LL.B. (Lond.) In demy 8vo, cloth gilt, 165 pp., with forms	5/-
<b>MONEY, EXCHANGE, AND BANKING. In their Practical, Theoretical, and Legal Aspects.</b> By H. T. EASTON, A.I.B. Second Edition, Revised. In demy 8vo, cloth, 312 pp.	6/-
<b>PRACTICAL BANKING.</b> By J. F. G. BAGSHAW. With Chapters on <b>The Principles of Currency</b> , by C. F. HANNAFORD, A.I.B., and <b>Bank Book-keeping</b> , by W. H. PEARD. In demy 8vo, cloth gilt, about 400 pp.	6/-
<b>BANKERS' SECURITIES AGAINST ADVANCES.</b> By LAWRENCE A. FOGG, Cert. A.I.B. In demy 8vo, cloth gilt, 123 pp.	5/-
<b>BANKERS' ADVANCES.</b> By F. R. STEAD. Edited by Sir JOHN PAGET, K.C. In demy 8vo, cloth, 144 pp.	6/-
<b>FOREIGN EXCHANGE, A PRIMER OF.</b> By W. F. SPALDING. In crown 8vo., cloth, 108 pp.	3/6
<b>FOREIGN EXCHANGE AND FOREIGN BILLS IN THEORY AND IN PRACTICE.</b> By W. F. SPALDING, Cert. A.I.B. In demy 8vo, cloth gilt, 227 pp.	7/6
<b>FOREIGN EXCHANGE.</b> By W. F. SPALDING. In demy 8vo, cloth, 375 pp., illustrated	12/6
<b>NOTES ON BANKING TO BANK CLERKS.</b> By H. E. EVANS. In crown 8vo, cloth	2/6
<b>INTEREST TABLES.</b> By Sir WILLIAM SCHOOLING, K.B.E. In crown 4to, cloth gilt	21/-
<b>DICTIONARY OF BANKING. A Complete Encyclopaedia of Banking Law and Practice.</b> By W. THOMSON and LLOYD CHRISTIAN. Third Edition. In crown 4to, half leather gilt, 641 pp.	30/-
<b>NOTES ON BANKING AND COMMERCIAL LAW.</b> By T. LLOYD DAVIES. In fcap 8vo, 100 pp.	3/-

---

## INSURANCE

<b>THE ELEMENTS OF INSURANCE.</b> By J. ALFRED EKE. In crown 8vo, cloth, 140 pp.	<b>2/-</b>
<b>INSURANCE.</b> By T. E. YOUNG, B.A., F.R.A.S. A complete and practical exposition. With sections on Workmen's Compensation Insurance, by W. R. STRONG, F.I.A., and The National Insurance Scheme, by VYVYAN MARR, F.F.A., F.I.A. Third Edition. Revised and Enlarged. In demy 8vo, cloth gilt, 440 pp.	<b>10/6</b>
<b>GUIDE TO LIFE ASSURANCE.</b> By S. G. LEIGH, F.I.A. In crown 8vo, cloth gilt, 192 pp.	<b>3/6</b>
<b>INSURANCE OFFICE ORGANIZATION, MANAGEMENT, AND ACCOUNTS.</b> By T. E. YOUNG, B.A., F.R.A.S., and RICHARD MASTERS, A.C.A. Second Edition, Revised. In demy 8vo, cloth gilt, 146 pp.	<b>5/-</b>
<b>GUIDE TO MARINE INSURANCE.</b> By HENRY KEATE. In crown 8vo, cloth gilt, 203 pp.	<b>3/6</b>
<b>THE PRINCIPLES OF MARINE LAW.</b> (See p. 10)	

---



## SHIPPING

- SHIPPING.** By A. HALL and F. HEYWOOD. In crown 8vo, cloth, 136 pp.  
 2/-
- SHIPPING OFFICE ORGANIZATION, MANAGEMENT, AND ACCOUNTS.** By ALFRED CALVERT. In demy 8vo, cloth gilt, 203 pp.  
 6/-
- THE EXPORTER'S HANDBOOK AND GLOSSARY.** By F. M. DUDENEY. With Foreword by W. EGLINGTON. In demy 8vo, cloth gilt, 254 pp.  
 6/-
- CONSULAR REQUIREMENTS FOR EXPORTERS AND SHIPPERS TO ALL PARTS OF THE WORLD.** By J. S. NOWERY. In crown 8vo, cloth, 82 pp.  
 2/6
- USE AND FREIGHT COSTS.** The principles of calculation relating to the cost of, and freight on, sea or commercial cases. By A. W. E. CROSFIELD. In crown 8vo, cloth, 62 pp.  
 2/-
- HOW TO DO BUSINESS WITH RUSSIA.** By C. E. W. PETERSSON and W. BARNES STEVENI. In demy 8vo, cloth, 200 pp.  
 5/-
-

## SECRETARIAL WORK

<b>COMPANY SECRETARIAL WORK.</b> By E. MARTIN, F.C.I.S. In crown 8vo, cloth, 154 pp. t	2/-
<b>GUIDE TO COMPANY SECRETARIAL WORK.</b> By O. OLDHAM, A.C.I.S. In crown 8vo, cloth gilt, 256 pp. t	3/6
<b>GUIDE FOR THE COMPANY SECRETARY.</b> By ARTHUR COLES, F.C.I.S. Illustrated with 70 facsimile forms. Second Edition, Revised and Enlarged. In demy 8vo, cloth gilt, 432 pp. t	6/-
<b>SECRETARY'S HANDBOOK.</b> Edited by HERBERT E. BLAIN. In demy 8vo, cloth gilt, 168 pp. t	5/-
<b>THE CHAIRMAN'S MANUAL.</b> By GURDON PALIN, <i>of Gray's Inn, Barrister-at-Law</i> , and ERNEST MARTIN, F.C.I.S. In crown 8vo, cloth gilt, 192 pp. t	3/6
<b>SPECTACLES: HOW TO READ AND UNDERSTAND THEM.</b> By PHILIP TOVEY, F.C.I.S. In demy 8vo, cloth gilt, 109 pp. t	2/6
<b>STYLINES OF TRANSFER PROCEDURE IN CONNECTION WITH STOCKS, SHARES, AND DEBENTURES OF JOINT STOCK COMPANIES.</b> By F. D. HEAD, B.A. (Oxon), <i>of Lincoln's Inn, Barrister-at-Law</i> . In demy 8vo, cloth gilt, 112 pp. t	2/6
<b>WHAT IS THE VALUE OF A SHARE?</b> By D. W. ROSSITER. In demy 8vo, limp cloth, 20 pp. t	2/6
<b>HOW TO TAKE MINUTES.</b> Edited by E. MARTIN, F.C.I.S. Second Edition, Enlarged and Revised. In demy 8vo, cloth, 126 pp. t	2/6
<b>DICTIONARY OF SECRETARIAL LAW AND PRACTICE.</b> A comprehensive Encyclopaedia of information and direction on all matters connected with the work of a Company Secretary. Fully illustrated with the necessary forms and documents. With sections on special branches of Secretarial Work. With contributions by nearly 40 eminent authorities. Edited by PHILIP TOVEY, F.C.I.S. In one vol., half leather gilt, 1011 pp. Third Edition, Revised and Enlarged t	42/-
<b>COMPANILE COMPANY FORMS.</b> (See p. 4.)	
<b>COMPANY ACCOUNTS.</b> (See p. 3.)	
<b>COMPANY LAW.</b> (See p. 11.)	

## INCOME TAX

<b>PRACTICAL INCOME TAX.</b> A Guide to the Preparation of Income Tax Returns. By W. E. SNELLING. In crown 8vo, cloth, 136 pp.	2/6
<b>COME TAX AND SUPER-TAX PRACTICE. Including a Dictionary of Income Tax and specimen returns,</b> showing the effect of recent enactments down to the Finance Act, 1918, and Decisions in the Courts. By W. E. SNELLING. Third Edition, Revised and Enlarged. In demy 8vo, cloth gilt, 518 pp.	15/-
<b>MINES EXCESS PAYMENTS. Guarantee Payments and Levies for Closed Mines.</b> By W. E. SNELLING. In demy 8vo, cloth gilt, 180 pp.	12/6
<b>COME TAX AND SUPER-TAX LAW AND CASES.</b> Including the Finance Act, 1918. By W. E. SNELLING. Third Edition, Revised. In demy 8vo, cloth gilt, 472 pp.	12/6
<b>CESS PROFITS (including Excess Mineral Rights) DUTY, and Levies under the Munitions of War Acts.</b> By W. E. SNELLING. Fifth Edition, Revised and Enlarged. In demy 8vo, cloth gilt, 422 pp.	15/-

---

## BUSINESS ORGANIZATION AND MANAGEMENT

IE PSYCHOLOGY OF MANAGEMENT. By L. M. GILBRETH. In demy 8vo, cloth gilt, 354 pp. t	7/6
EMPLOYMENT MANAGEMENT. Compiled and edited by DANIEL BLOOMFIELD. In demy 8vo, cloth, 507 pp. t	8/6
OFFICE ORGANIZATION AND MANAGEMENT, INCLUDING SECRETARIAL WORK. By LAWRENCE R. DICKSEE, M.Com., F.C.A., and H. E. BLAIN. Fourth Edition, Revised. In demy 8vo, cloth gilt, 314 pp. t	7/6
MUNICIPAL ORGANIZATION AND MANAGEMENT. Edited by W. BATESON, A.C.A., F.S.A.A., In crown 4to, half leather gilt, with 250 forms, diagrams, etc., 503 pp. t	25/-
HUNTING-HOUSE AND FACTORY ORGANIZATION. By J. GILMOUR WILLIAMSON. In demy 8vo, cloth gilt, 182 pp. t	6/-
CLIENTS' OFFICE ORGANIZATION, MANAGEMENT, AND ACCOUNTS. By E. A. COPE, and H. W. H. ROBINS. In demy 8vo, cloth gilt, 176 pp., with numerous forms t	5/-
LIBRARY OFFICE ORGANIZATION AND ACCOUNTS. By J. W. INNES, F.C.A., and T. COLIN CAMPBELL, F.C.I. In demy 8vo, cloth gilt, 135 pp t	6/-
CLUBS AND THEIR MANAGEMENT. By FRANCIS W. PIXLEY, F.C.A. <i>Of the Middle Temple, Barrister-at-Law</i> . In demy 8vo, cloth gilt, 240 pp. t	7/6
WAPERY BUSINESS ORGANIZATION, MANAGEMENT AND ACCOUNTS. By J. ERNEST BAYLEY. In demy 8vo, cloth gilt, 302 pp. t	7/6
WOCERY BUSINESS ORGANIZATION AND MANAGEMENT. By C. L. T. BEECHING and J. ARTHUR SMART. Second Edition. In demy 8vo, cloth, 160 pp. t	6/-
INDUSTRIAL TRAFFIC MANAGEMENT. By GEO. B. LISSENDEN. With a Foreword by C. E. MUSGRAVE. In demy 8vo, cloth gilt, 260 pp. t	7/6
SHIPPING ORGANIZATION, MANAGEMENT AND ACCOUNTS. (See p. 7.)	
SURANCE OFFICE ORGANIZATION, MANAGEMENT AND ACCOUNTS. (See p. 7.)	
WANK ORGANIZATION AND MANAGEMENT. (See p. 6.)	
IE CARD INDEX SYSTEM. In crown 8vo, 100 pp. t	2/-
ILING SYSTEMS. By E. A. COPE. In crown 8vo, cloth gilt, 200 pp. t	2/6
MANUAL OF DUPLICATING METHODS. By W. DESBOROUGH. In demy 8vo, cloth, 90 pp. t	2/-

## ADVERTISING AND SALESMANSHIP

<b>ADVERTISING.</b> By HOWARD BRIDGEWATER. In crown 8vo, cloth, 100 pp. t	2/-
<b>ADS. AND SALES.</b> By HERBERT N. CASSON. In demy 8vo, cloth, 167 pp. t	7/6
<b>THE THEORY AND PRACTICE OF ADVERTISING.</b> By W. DILL SCOTT, Ph.D. In large crown 8vo, cloth, 61 illustrations t	7/6
<b>ADVERTISING AS A BUSINESS FORCE.</b> By P. T. CHERINGTON. In demy 8vo, cloth gilt, 586 pp. t	7/6
<b>THE PRINCIPLES OF ADVERTISING ARRANGEMENT.</b> By F. A. PARSONS. Size 7 in. by 10-1/4 in., cloth, 128 pp., with many illustrations t	7/6
<b>THE NEW BUSINESS.</b> By HARRY TIPPER. In demy 8vo, cloth gilt, 406 pp. t	8/6
<b>THE CRAFT OF SILENT SALESMANSHIP.</b> A Guide to Advertisement Construction. By C. MAXWELL TREGURTHA and J. W. FRINGS. Foreword by T. SWINBORNE SHELDRAKE. Size, 6-1/3 in. by 9-1/4 in., cloth, 98 pp., with illustrations t	5/-
<b>THE PSYCHOLOGY OF ADVERTISING.</b> By W. DILL SCOTT, Ph.D. In demy 8vo, with 67 illustrations t	7/6
<b>HOW TO ADVERTISE.</b> By G. FRENCH. In crown 8vo, cloth, with many illustrations t	8/6
<b>THE MANUAL OF SUCCESSFUL STOREKEEPING.</b> By W. R. HOTCHKIN. In demy 8vo, cloth, 298 pp. t	8/6
<b>SALESMANSHIP.</b> By W. A. CORBIÖN and G. E. GRIMSDALE. In crown 8vo, cloth, 186 pp. t	2/6
<b>PRACTICAL SALESMANSHIP.</b> By N. C. FOWLER, assisted by 29 expert Salesmen, etc. In crown 8vo, cloth, 337 pp. t	5/-
<b>COMMERCIAL TRAVELLING.</b> By ALBERT E. BULL. In crown 8vo, cloth gilt, 170 pp. t	3/6

## BUSINESS HANDBOOKS AND WORKS OF REFERENCE

<b>COMMERCIAL ENCYCLOPAEDIA AND DICTIONARY OF BUSINESS.</b> Edited by J. A. SLATER, B.A., LL.B. (Lond.), <i>Barrister-at-Law</i> . Assisted by about 50 specialists as contributors. A reliable and comprehensive work of reference on all commercial subjects, specially written for the busy merchant, the commercial student, and the modern man of affairs. With numerous maps, illustrations, facsimile business forms and legal documents, diagrams, etc. In 4 vols., large crown 4to (each about 450 pp.), cloth gilt	
£t	£2
Half leather gilt	
Net £2 12s.	6d.
<b>COMMERCIAL SELF-EDUCATOR.</b> A comprehensive guide to business specially designed for commercial students, clerks, and teachers. Edited by ROBERT W. HOLLAND, M.A., M.Sc., LL.D. Assisted by upwards of 40 Specialists as contributors. With many maps, illustrations, documents, Diagrams, etc. Complete in 2 vols., crown 4to, cloth gilt, about 980 pp., sprinkled edges	
£t	18/-
<b>BUSINESS MAN'S GUIDE.</b> Edited by J. A. SLATER, B.A., LL.B. Seventh Edition, Revised. In crown 8vo, cloth, 520 pp.	
£t	5/-
<b>COMMERCIAL ARBITRATIONS.</b> By E. J. PARRY, B.Sc., F.I.C, F.C.S. In crown 8vo, cloth gilt, 105 pp.	
£t	3/6
<b>PICTURES ON BRITISH COMMERCE, INCLUDING FINANCE, INSURANCE, BUSINESS AND INDUSTRY.</b> By the RT. HON. FREDERICK HUTH JACKSON, G. ARMITAGE-SMITH, M.A., D.Litt., ROBERT BRUCE, C.B., etc. In demy 8vo, cloth gilt, 295 pp.	
£t	7/6
<b>THE MONEY AND THE STOCK AND SHARE MARKETS.</b> By EMIL DAVIES. In crown 8vo, cloth, 124 pp.	
£t	2/-
<b>THE EVOLUTION OF THE MONEY MARKET (1385-1915).</b> By ELLIS T. POWELL, LL.B. (Lond.), D.Sc. (Econ.) (Lond.) In demy 8vo, cloth gilt, 748 pp.	
£t	10/6
<b>THE HISTORY, LAW, AND PRACTICE OF THE STOCK EXCHANGE.</b> By A. P. POLEY, B.A., <i>Barrister-at-Law</i> , and F. H. CARRUTHERS GOULD, <i>of the Stock Exchange</i> . Third Edition, Revised. In demy 8vo, cloth gilt, 348 pp.	
£t	7/6
<b>DICTIONARY OF THE WORLD'S COMMERCIAL PRODUCTS.</b> By J. A. SLATER. B.A., LL.B. (Lond.). Second Edition. In demy 8vo, cloth, 170 pp.	
£t	3/6
<b>TELEGRAPH CIPHERS.</b> A condensed vocabulary of 101,000,000 pronounceable artificial words, all of ten letters. By A. W. E. CROSFIELD. Size 12 in. by 12 in., cloth	
£t	21/-
<b>DISCOUNT, COMMISSION, AND BROKERAGE TABLES.</b> By ERNEST HEAVINGHAM. Size 3 in. by 4-1/2 in., cloth, 160 pp.	
£t	1/6
<b>BUSINESS TERMS, PHRASES, AND ABBREVIATIONS.</b> Fourth Edition, Revised and Enlarged. In crown 8vo, cloth, 280 pp.	
£t	3/-
<b>COMMERCE TERMS AND ABBREVIATIONS.</b> Containing over 1,000 terms and 500 abbreviations used in commerce, with definitions. Size 3 in. by 4-3/4 in., cloth, 126 pp.	
£t	1/6
<b>RAMWAY RATING VALUATIONS AND INCOME TAX ASSESSMENTS.</b> By F. A. MITCHESON. In demy 8vo, cloth gilt	
£t	2/6
<b>THE TRADER'S GUIDE TO COUNTY COURT PROCEDURE.</b> In foolscap 8vo, cloth, 112 pp.	
£t	1/6
<b>THE COMPLETE GUIDE TO THE IMPROVEMENT OF THE MEMORY.</b> By the late Rev. J. H. BACON. In foolscap 8vo, cloth, 118 pp.	
£t	1/6
<b>HOW TO STUDY AND REMEMBER.</b> By B. J. DAVIES. Third Edition. In crown 8vo	
£t	9d.
<b>TRADER'S HANDBOOKS.</b> In crown 8vo, cloth, 260 pp. Each	
£t	2/6
<b>Drapery and Drapers' Accounts.</b> By RICHARD BEYNON.	

**Grocery and Grocers' Accounts.** By W. F. TUPMAN.

**Ironmongery and Ironmongers' Accounts.** By S. W. FRANCIS.

---

## COMMON COMMODITIES OF COMMERCE AND INDUSTRIES

In each of the handbooks in this series a particular product or industry is treated by an expert writer and practical man of business. Beginning with the life history of the plant, or other natural product, he follows its development until it becomes a commercial commodity, and so on through the various phases of its sale in the market and its purchase by the consumer.

**Each book in crown 8vo, cloth, with many illustrations, 2s. 6d. net.**

TEA	GAS AND GAS MAKING
COFFEE	FURNITURE
SUGAR	COAL TAR AND SOME OF ITS PRODUCTS
OILS	PETROLEUM
WHEAT AND ITS PRODUCTS	SALT AND THE SALT INDUSTRY
RUBBER	KNITTED FABRICS
IRON AND STEEL	ZINC
COPPER	CORDAGE AND CORDAGE HEMP AND FIBRES
COAL	CARPETS
TIMBER	ASBESTOS
LEATHER	PHOTOGRAPHY
COTTON	ACIDS AND ALKALIS
SILK	SILVER
WOOL	GOLD
LINEN	PAINTS AND VARNISHES
TOBACCO	ELECTRICITY
CLAYS AND CLAY PRODUCTS	ALUMINIUM
PAPER	BUTTER AND CHEESE
SOAP	BRITISH CORN TRADE
GLASS AND GLASS MAKING	ENGRAVING
GUMS AND RESINS	LEAD
THE MOTOR INDUSTRY	STONES AND QUARRIES
THE BOOT AND SHOE INDUSTRY	



## LAW

<b>THE ELEMENTS OF COMMERCIAL LAW.</b> By A. H. DOUGLAS, LL.B. (Lond.). In crown 8vo, cloth, 128 pp.	2/-
<b>THE COMMERCIAL LAW OF ENGLAND.</b> By J. A. SLATER, B.A., LL.B. (Lond.). In crown 8vo, cloth, 252 pp. Seventh Edition	3/6
<b>THE LAW OF CONTRACT.</b> By R. W. HOLLAND, M.A., M.Sc., LL.D. <i>Of the Middle Temple, Barrister-at-Law.</i> In foolscap 8vo, cloth, 120 pp.	1/6
<b>QUESTIONS AND ANSWERS IN COMMERCIAL LAW.</b> By J. WELLS THATCHER, <i>Barrister-at-Law.</i> In crown 8vo, cloth gilt, 172 pp.	2/6
<b>EXAMINATION NOTES ON COMMERCIAL LAW.</b> By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D. Cloth, 6-1/2 in. by 3-1/2 in., 56 pp.	1/-
<b>NOTES ON BANKING AND COMMERCIAL LAW.</b> By T. LLOYD DAVIES. In foolscap 8vo, 100 pp.	3/-
<b>ELEMENTARY LAW.</b> By E. A. COPE. In crown 8vo, cloth, 228 pp.	2/6
<b>LEGAL TERMS, PHRASES, AND ABBREVIATIONS.</b> By E. A. COPE. Third Edition. In crown 8vo, cloth, 216 pp.	3/-
<b>SOLICITOR'S CLERK'S GUIDE.</b> By the same Author. In crown 8vo, cloth gilt, 216 pp.	3/6
<b>CONVEYANCING.</b> By E. A. COPE. In crown 8vo, cloth, 206 pp.	3/6
<b>WILLS, EXECUTORS, AND TRUSTEES.</b> With a Chapter on Intestacy. By J. A. SLATER, B.A., LL.B. (Lond.). In foolscap 8vo, cloth, 122 pp.	2/6
<b>THE LAW RELATING TO TRADE CUSTOMS, MARKS, SECRETS, RESTRAINTS, AGENCIES, etc., etc.</b> By LAWRENCE DUCKWORTH, <i>Barrister-at-Law.</i> In foolscap 8vo, cloth, 116 pp.	1/3
<b>MERCANTILE LAW.</b> By J. A. SLATER, B.A., LL.B. (Lond.). In demy 8vo, cloth gilt, 464 pp. Fourth Edition	7/6
<b>WILLS, CHEQUES, AND NOTES.</b> By J. A. SLATER, B.A., LL.B. Third Edition, In demy 8vo, cloth gilt, 214 pp.	6/-
<b>PRINCIPLES OF MARINE LAW.</b> By LAWRENCE DUCKWORTH. Third Edition, Revised and Enlarged. In demy 8vo, cloth gilt, 400 pp.	7/6
<b>OUTLINES OF COMPANY LAW.</b> By F. D. HEAD, B.A. (Oxon.). In demy 8vo, cloth, 100 pp.	2/-
<b>GUIDE TO COMPANY LAW.</b> By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D. In crown 8vo, cloth gilt, 203 pp.	3/6
<b>EXAMINATION NOTES ON COMPANY LAW.</b> By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D. Cloth, 6-1/2 in. by 3-1/2 in., 56 pp.	1/-
<b>COMPANIES AND COMPANY LAW.</b> Together with the Companies (Consolidation) Act, 1908, and the Act of 1913. By A. C. CONNELL, LL.B. (Lond.). Second Edition, Revised. In demy 8vo, cloth gilt, 348 pp.	6/-
<b>COMPANY CASE LAW.</b> A digest of leading decisions. By F. D. HEAD, B.A. (Oxon.). In demy 8vo, cloth gilt, 314 pp.	7/6
<b>THE STUDENT'S GUIDE TO RAILWAY LAW.</b> By ARTHUR E. CHAPMAN, M.A., LL.D. (Camb.). In crown 8vo, cloth gilt, 200 pp.	2/6
<b>RAILWAY (REBATES) CASE LAW.</b> By GEO. B. LISSENDEN. In demy 8vo, cloth gilt, 450 pp.	10/6

<b>THE LAW RELATING TO SECRET COMMISSIONS AND BRIBES (CHRISTMAS BOXES, GRATUITIES, TIPS, etc.). The Prevention of Corruption Act, 1906.</b> By ALBERT CREW, <i>Barrister-at-Law</i> . In demy 8vo, cloth gilt, 198 pp.	5/-
<b>HABITED HOUSE DUTY.</b> By W. E. SNELLING. In demy 8vo, cloth gilt, 357 pp.	12/6
<b>THE LAW OF CARRIAGE.</b> By J. E. R. STEPHENS, B.A., <i>of the Middle Temple, Barrister-at-Law</i> . In demy 8vo, cloth gilt, 340 pp.	5/-
<b>THE LAW RELATING TO THE CARRIAGE BY LAND OF PASSENGERS, ANIMALS, AND GOODS.</b> By S. W. CLARKE, <i>of the Middle Temple, Barrister-at-Law</i> . In demy 8vo, cloth gilt, 350 pp.	7/6
<b>THE STUDENT'S GUIDE TO BANKRUPTCY LAW AND WINDING UP OF COMPANIES.</b> By F. PORTER FAUSSET, B.A., LL.B., <i>Barrister-at-Law</i> . In crown 8vo, cloth gilt, 196 pp.	2/6
<b>BANKRUPTCY, DEEDS OF ARRANGEMENT AND BILLS OF SALE.</b> By W. VALENTINE BALL, M.A., and G. MILLS, B.A., <i>Barristers-at-Law</i> . Third Edition, Revised and Enlarged. In demy 8vo, cloth gilt, 364 pp.	5/-
<b>GUIDE TO THE LAW OF LICENSING.</b> The Handbook for all Licence Holders. By J. WELLS THATCHER. In demy 8vo, cloth gilt, 196 pp.	5/-
<b>LAW OF REPAIRS AND DILAPIDATIONS.</b> A Handbook for Students and Practitioners. By T. CATO WORSFOLD, M.A., LL.D. In crown 8vo, cloth gilt, 104 pp.	3/6
<b>THE LAW OF PROCEDURE.</b> A Handbook for Students and Practitioners. By W. NEMBARD HIBBERT, LL.D. In demy 8vo, cloth gilt, 122 pp.	5/-
<b>HANDBOOK OF LOCAL GOVERNMENT LAW.</b> By J. WELLS THATCHER. In large crown 8vo, cloth gilt, 250 pp.	3/6
<b>THE LAW RELATING TO THE CHILD: ITS PROTECTION, EDUCATION, AND EMPLOYMENT.</b> By R. W. HOLLAND, O.B.E., M.A., M.Sc., LL.D. In demy 8vo, cloth gilt, 166 pp.	5/-
<b>COME TAX AND SUPER-TAX LAW AND CASES.</b> (See p. 8.)	

# FOREIGN LANGUAGES

## FRENCH

<b>CHILD'S FIRST STEPS IN FRENCH.</b> By A. VIZETELLY. An elementary French reader with vocabulary. Illustrated. In crown 8vo, limp cloth, 64 pp.	
†	1/3
<b>FRENCH COURSE. Part I.</b> In crown 8vo, 120 pp., limp cloth	
†	1/3
<b>FRENCH COURSE. Part II.</b> ( <i>In preparation</i> )	
<b>PROGRESSIVE FRENCH GRAMMAR.</b> By Dr. F. A. HEDGCOCK, M.A.	
†	5/6
(Also in 2 vols.: <b>Part I, 3/6 net; Part II, 2/6 net</b> )	
†	
†	3/6
<b>ASY FRENCH CONVERSATIONAL SENTENCES.</b> In crown 8vo, 32 pp.	
†	6d.
<b>ADVANCED FRENCH CONVERSATIONAL EXERCISES.</b> In crown 8vo, 32 pp.	
†	6d.
<b>JURISTS' VADE MECUM OF FRENCH COLLOQUIAL CONVERSATION.</b> Handy size for the pocket, cloth	
†	1/3
<b>FRENCH VOCABULARIES AND IDIOMATIC PHRASES.</b> By E. J. KEALEY, B.A. In crown 8vo, 151 pp.	
†	2/-
<b>GRADUATED LESSONS IN COMMERCIAL FRENCH.</b> By F. MARSDEN. In crown 8vo, cloth, 159 pp.	
†	2/-
<b>FRENCH-ENGLISH AND ENGLISH-FRENCH COMMERCIAL DICTIONARY.</b> By F. W. SMITH. In crown 8vo, cloth, 576 pp.	
†	7/6
<b>COMMERCIAL FRENCH GRAMMAR.</b> By F. W. M. DRAPER, M.A., B. és L. In crown 8vo. cloth gilt, 166 pp.	
†	2/6
<b>RAPID METHOD OF SIMPLIFIED FRENCH CONVERSATION.</b> By V. F. HIBBERD. In crown 8vo, cloth, 192 pp.	
†	2/6
<b>GRADUATED FRENCH-ENGLISH COMMERCIAL CORRESPONDENCE.</b> By MAURICE DENEVE. In crown 8vo, 160 pp.	
†	2/-
<b>FRENCH BUSINESS LETTERS.</b> First Series. In crown 4to, 32 pp.	
†	8d.
<b>FRENCH BUSINESS LETTERS.</b> By A. H. BERNAARDT. Second Series. In crown 8vo, 48 pp.	
†	8d.
<b>COMMERCIAL CORRESPONDENCE IN FRENCH.</b> In crown 8vo, cloth, 240 pp.	
†	3/6
<b>MERCANTILE CORRESPONDENCE.</b> English-French. In crown 8vo, cloth, 250 pp.	
†	3/6
<b>MODELS AND EXERCISES IN COMMERCIAL FRENCH.</b> By E. T. GRIFFITHS, M.A. In crown 8vo, cloth, 180 pp.	
†	2/6
<b>FRENCH COMMERCIAL PHRASES AND ABBREVIATIONS WITH TRANSLATION.</b> In crown 8vo, 32 pp.	
†	6d.
<b>FRENCH BUSINESS CONVERSATIONS AND INTERVIEWS.</b> In crown 8vo, 80 pp., limp cloth	
†	2/-
<b>READINGS IN COMMERCIAL FRENCH.</b> With Notes and Translations in English. In crown 8vo, cloth, 90 pp.	
†	1/-
<b>FRENCH COMMERCIAL READER.</b> In crown 8vo, cloth, 208 pp.	
†	2/6
<b>ENGLISH-FRENCH AND FRENCH-ENGLISH DICTIONARY OF BUSINESS WORDS AND TERMS.</b> Size 2 in. by 6 in., cloth, rounded corners, 540 pp.	
†	4/6
<b>FRENCH FOUNDATION BOOK OF VERBS, ACCIDENCE, AND SYNTAX.</b> By F. A. HEDGCOCK, M.A. In crown 8vo, 90 pp.	
†	1/-

**1ST POCKET LIST OF ENDINGS OF FRENCH REGULAR AND AUXILIARY VERBS.** With Notes on the Participles and the Infinitive. Size 2-1/4 in. by 1-1/4 in. 48 pp. **2d.**

**1t**

## **GERMAN**

<b>GERMAN COURSE. Part I. 9d.</b> net. Cloth it	1/-
<b>KEY TO GERMAN COURSE.</b> In crown 8vo it	1/6
<b>PRACTICAL GERMAN GRAMMAR.</b> In crown 8vo, 102 pp. with	2/6
<b>FIRST LESSONS IN GERMAN.</b> By J. BITHELL, M.A. In crown 8vo, cloth, 116 pp. it	1/3
<b>FIRST GERMAN CONVERSATIONAL SENTENCES.</b> In crown 8vo, 32 pp. it	8d.
<b>ADVANCED GERMAN CONVERSATIONAL EXERCISES.</b> In crown 8vo, 32 pp. it	6d.
<b>JURISTS' VADE MECUM OF GERMAN COLLOQUIAL CONVERSATION.</b> In crown 8vo, cloth it	1/3
<b>EXAMINATION NOTES ON GERMAN.</b> By A. HARGREAVES, M.A., Ph.D. Cloth, 6-1/2 in by 3-1/2 in., 56 pp. it	1/-
<b>GERMAN EXAMINATION PAPERS WITH MODEL ANSWERS.</b> In crown 8vo, 48 pp. it	6d.
<b>COMMERCIAL GERMAN GRAMMAR.</b> By J. BITHELL, M.A. In crown 8vo, cloth gilt, 182 pp. it	2/6
<b>GERMAN BUSINESS INTERVIEWS, Nos. 1 and 2.</b> Each in crown 8vo, limp cloth. No. 1, 100 pp.; No. 2, 74 pp. it	1/6
<b>ELEMENTARY GERMAN CORRESPONDENCE.</b> By LEWIS MARSH, M.A. In crown 8vo, cloth, 143 pp. it	2/-
<b>COMMERCIAL CORRESPONDENCE IN GERMAN.</b> In crown 8vo, cloth, 240 pp. it	3/6
<b>MERCANTILE CORRESPONDENCE.</b> English-German. In crown 8vo, cloth, 250 pp. it	3/6
<b>GERMAN BUSINESS LETTERS.</b> First Series. In crown 8vo, 48 pp. it	6d.
<b>GERMAN BUSINESS LETTERS.</b> By G. ALBERS. Second Series. In crown 8vo, 48 pp. it	6d.
<b>ADVANCED GERMAN-ENGLISH COMMERCIAL CORRESPONDENCE.</b> In crown 8vo, cloth it	3/6
<b>GERMAN COMMERCIAL PHRASES.</b> In crown 8vo, 32 pp. it	6d.
<b>GERMAN COMMERCIAL READER.</b> In crown 8vo, cloth, 208 pp. it	3/6
<b>READINGS IN COMMERCIAL GERMAN.</b> With Notes and Translations in English. In crown 8vo, cloth, 90 pp. it	1/-
<b>ENGLISH-GERMAN AND GERMAN-ENGLISH DICTIONARY OF BUSINESS WORDS AND TERMS.</b> Size 2 in. by 6 in., rounded corners, cloth, 440 pp. it	4/6

## SPANISH

<b>FIRST SPANISH CONVERSATIONAL SENTENCES.</b> In crown 8vo, 32 pp. it	6d.
<b>ADVANCED SPANISH CONVERSATIONAL EXERCISES.</b> In crown 8vo, 32 pp. it	6d.
<b>JURISTS' VADE MECUM OF SPANISH COLLOQUIAL CONVERSATION.</b> Cloth it	1/3
<b>EXAMINATION NOTES ON SPANISH.</b> By ALFRED CALVERT. Cloth, 6-1/2 in. by 3-1/2 in., 56 pp. it	1/-
<b>COMMERCIAL SPANISH GRAMMAR.</b> By C. A. TOLEDANO. In crown 8vo, cloth gilt, 250 pp. it	4/6

Key Net 2/-

<b>SPANISH VERBS, Regular and Irregular.</b> By G. R. MACDONALD. In crown 8vo, cloth, 180 pp.	2/6
<b>COMMERCIAL CORRESPONDENCE in SPANISH.</b> In crown 8vo, cloth, 240 pp.	3/6
<b>ANNUAL OF SPANISH COMMERCIAL CORRESPONDENCE.</b> By G. R. MACDONALD. In crown 8vo, cloth gilt, 328 pp.	4/6
<b>LESSONS IN SPANISH COMMERCIAL CORRESPONDENCE.</b> By the same Author. In crown 8vo, cloth, 107 pp.	2/-
<b>SPANISH COMMERCIAL READER.</b> By G. R. MACDONALD. In crown 8vo, cloth, 178 pp.	3/6
<b>READINGS IN COMMERCIAL SPANISH.</b> With Notes and Translations in English. In crown 8vo, cloth, 90 pp.	1/6
<b>SPANISH BUSINESS LETTERS.</b> First Series. In crown 8vo, 32 pp.	6d.
<b>SPANISH BUSINESS LETTERS.</b> By E. McCONNELL. Second Series. In crown 8vo, 48 pp.	6d.
<b>SPANISH COMMERCIAL PHRASES.</b> With Abbreviations and Translation. In crown 8vo, 32 pp.	6d.
<b>SPANISH BUSINESS CONVERSATIONS AND INTERVIEWS.</b> With Correspondence, Invoices, etc. In crown 8vo, 90 pp, limp cloth	2/-
<b>SPANISH-ENGLISH AND ENGLISH-SPANISH COMMERCIAL DICTIONARY.</b> By G. R. MACDONALD. In crown 8vo, cloth gilt, 652 pp.	7/6
<b>COMMERCIAL AND TECHNICAL TERMS IN ENGLISH AND SPANISH.</b> By R. D. MONTEVERDE, B.A. In crown 8vo,	2/6
<b>SPANISH IDIOMS, with their English Equivalents.</b> By the same Author. In crown 8vo	3/-

## ITALIAN

<b>JURISTS' VADE MECUM OF ITALIAN COLLOQUIAL CONVERSATION.</b> Cloth	1/3
<b>COMMERCIAL ITALIAN GRAMMAR.</b> By LUIGI RICCI. In crown 8vo, cloth gilt, 154 pp.	2/6
<b>MERCANTILE CORRESPONDENCE.</b> English-Italian. In crown 8vo, cloth, 250 pp.	3/6
<b>ITALIAN BUSINESS LETTERS.</b> By A. VALGIMIGLI. In crown 8vo, 48 pp.	6d.
<b>ARETTI'S DICTIONARY OF THE ITALIAN AND ENGLISH LANGUAGES.</b> By J. DAVENPORT and G. COMELATI. Two volumes. In demy 8vo, cloth gilt, about 1,500 pp.	25/-

## MISCELLANEOUS

<b>PRACTICAL PORTUGUESE GRAMMAR.</b> By C. A. and A. TOLEDANO. In crown 8vo, cloth, 330 pp.	6/-
<b>MERCANTILE CORRESPONDENCE. English-Portuguese.</b> In crown 8vo, cloth, 250 pp.	3/6
<b>LESSONS IN PORTUGUESE COMMERCIAL CORRESPONDENCE.</b> By G. R. MACDONALD. In crown 8vo, cloth, 108 pp.	2/-
<b>DICTIONARY OF COMMERCIAL CORRESPONDENCE IN ENGLISH, FRENCH, GERMAN, SPANISH, ITALIAN, PORTUGUESE, AND RUSSIAN.</b> Third Revised Edition. In demy 8vo, cloth, 718 pp.	12/6
<b>BEFORE THE FOREIGN CORRESPONDENT.</b> By EMIL DAVIES. In crown 8vo, cloth, 80 pp.	1/6
<b>COMMERCIAL TERMS IN FIVE LANGUAGES.</b> Being about 1,900 terms and phrases used in commerce, with their equivalents in French, German, Spanish, and Italian. Size 3 in. by 4-3/4 in., cloth, 118 pp.	1/6

it	
<b>NEW DICTIONARY OF THE PORTUGUESE AND ENGLISH LANGUAGES.</b> Based on a manuscript of Julius Cornet, by H. MICHAELIS. In two parts, demy 8vo, cloth gilt, 1,478 pp. <b>Each,</b>	
it	<b>15/-</b>
<b>ridged Edition,</b> 783 pp. (two parts in one volume)	
it	<b>15/-</b>
<b>INTERNATIONAL TECHNICAL DICTIONARY IN ENGLISH, ITALIAN, FRENCH, AND GERMAN.</b> By E. WEBBER. In foolscap 16mo., 921 pp., cloth	
it	<b>14/-</b>

---

# PITMAN'S SHORTHAND

All books are in foolscap 8vo size unless otherwise stated.

## INSTRUCTION BOOKS

*Centenary Editions.*

<b>PITMAN'S SHORTHAND TEACHER.</b> An elementary work suited for self-instruction or class teaching	8d.
<b>KEY TO "PITMAN'S SHORTHAND TEACHER"</b>	8d.
<b>PITMAN'S SHORTHAND PRIMERS.</b> In three Books: Elementary, Intermediate, and Advanced each, 8d. Keys, each	3d.
<b>PITMAN'S SHORTHAND READING LESSONS.</b> Nos. 1, 2 and 3 each	3d.
<b>KEYS TO "PITMAN'S SHORTHAND READING LESSONS."</b> Nos. 1, 2, and 3 each	3d.
<b>PITMAN'S SHORTHAND COPY BOOKS.</b> Nos. 1, 2, 3, and 4. An entirely new series covering the theory of the system. Foolscap 4to (8-3/4 in. by 6-1/2 in.) each	6d.
<b>PITMAN'S SHORTHAND DRILL EXERCISES.</b> Oblong	8d.
<b>COMPEND OF PITMAN'S SHORTHAND.</b>	2d.
<b>PITMAN'S SHORTHAND INSTRUCTOR.</b> Complete Instruction in the System. both	4/-
	Key, 2/-; cloth 2/6
<b>THE CENTENARY CHANGES IN PITMAN'S SHORTHAND.</b> In crown 8vo	1d.
<b>SUMMARIES FROM "PITMAN'S SHORTHAND INSTRUCTOR."</b> Size, 2-7/8 in. by 4 in.	3d.
<b>PITMAN'S SHORTHAND MANUAL.</b> Contains instruction in the Intermediate Style, with 100 Exercises. 2/-.	Cloth 2/6
each	8d.
<b>PITMAN'S SHORTHAND GRADUS.</b> Writing Exercises in ordinary print for <i>Manual</i>	3d.
<b>PITMAN'S SHORTHAND REPORTER.</b> Containing instruction in the Advanced Style: with 52 Exercises. 2/6.	Cloth 3/-
each	8d.
<b>REPORTING EXERCISES.</b> Exercises on all the rules and contracted words. In ordinary print, counted for dictation each; Key	1/-
<b>PITMAN'S SHORTHAND CATECHISM.</b> In crown 8vo	1/6
<b>PITMAN'S SHORTHAND WRITING EXERCISES AND EXAMINATION TESTS.</b> In crown 8vo, paper boards. 2/-	3/6
each	1/6
<b>GRADED SHORTHAND READINGS.</b>	
<b>Elementary, with Key.</b> In crown 8vo, oblong	6d.
<b>Intermediate, with Key.</b> In crown 8vo, oblong	8d.
<b>Second Series</b>	8d.
<b>Advanced, with Key.</b> In crown 8vo, oblong	8d.
<b>GRADUATED TESTS IN PITMAN'S SHORTHAND.</b> Illustrating all the rules in the Intermediate Style. In note-book form, post 8vo (6-1/2 in. by 4-1/2 in.), with ruled paper	8d.
<b>PROGRESSIVE STUDIES IN PITMAN'S SHORTHAND.</b>	1/-
<b>LESSONS WITH SHORTHAND STUDENTS.</b> By JAMES HYNES	1/-
<b>QUESTIONS ABOUT PITMAN'S SHORTHAND.</b> By GEORGE BLETCHER	1/-
<b>STRUCTURES ON PITMAN'S SHORTHAND.</b> By J. HYNES	1/-
<b>PITMAN'S SHORTHAND RAPID COURSE.</b> A Series of Twenty Simple Lessons covering the whole of the system and specially adapted for business purposes. In crown 8vo. Cloth 2/6	4/-
each 2/6 With Additional Exercises	8d.
<b>PITMAN'S SHORTHAND RAPID COURSE, ADDITIONAL EXERCISES ON</b>	8d.
<b>READING EXERCISES ON THE RAPID COURSE</b> (In Shorthand), crown 8vo, 62 pp.	1/-



<b>PITMAN'S SHORTHAND COMMERCIAL COURSE.</b> Specially adapted for commercial students. Cloth 4/- by, 2/6; Additional Exercises	1/-
<b>PITMAN'S EXERCISES IN BUSINESS SHORTHAND.</b> By A. BENJAMIN, I.P.S. (Hons.), F.C.Sp.T	1/9

### GRAMMALOGUES AND CONTRACTIONS

<b>GRAMMALOGUES and CONTRACTIONS.</b> For use in classes	2d.
<b>PITMAN'S POCKET LIST OF GRAMMALOGUES AND CONTRACTIONS OF PITMAN'S SHORTHAND.</b> 2-1/4 in. by 1-3/4 in., limp cloth	2d.
<b>EXERCISES ON THE GRAMMALOGUES AND CONTRACTIONS OF PITMAN'S SHORTHAND.</b> By J. F. C. GROW. In Shorthand, with Key. In crown 8vo, limp cloth	6d.
<b>HOW TO PRACTISE AND MEMORIZE THE GRAMMALOGUES OF PITMAN'S SHORTHAND.</b> Compiled by D. J. GEORGE. Size 7-3/4 in. by 5 in.	4d.

### SHORTHAND DICTIONARIES

<b>PITMAN'S ENGLISH AND SHORTHAND DICTIONARY.</b> In crown 8vo, cloth, 820 pp.	7/6
<b>PITMAN'S SHORTHAND DICTIONARY.</b> Crown 8vo (7-1/4 in. by 5-1/4 in.), 378 pp. Cloth	6/-
<b>PITMAN'S POCKET SHORTHAND DICTIONARY.</b> Royal 32mo (3-1/8 in. by 4-3/4 in.). Cloth	2/-
<b>PITMAN'S REPORTER'S ASSISTANT.</b> In crown 8vo, cloth	3/6

### SHORTHAND PHRASE BOOKS, ETC.

<b>PHONOGRAPHIC PHRASE BOOK</b> Cloth	2/-
<b>SHORTHAND WRITERS' PHRASE BOOKS AND GUIDES.</b> Each in foolscap 8vo, Cloth it	2/-
Electrical and Engineering, Railway, Estate Agents, etc. Printing and Publishing. Insurance, Banking, Stockbroking and Financial, Commercial, Legal, Municipal, Builders and Contractors, Shipping, Iron and Steel Trades, Civil Engineering, Naval and Military, Chemical and Drug, Provision Trades.	
<b>TELEGRAPHIC REPORTING IN PITMAN'S SHORTHAND.</b> By H. DICKINSON. With an Introduction and Lists of Phraseograms, Outlines, and Abbreviations. In crown 8vo, cloth it	3/-
<b>SHORTHAND CLERK'S GUIDE.</b> By VINCENT E. COLLINGE, A.C.I.S. In crown 8vo, cloth	2/6

### DICTATION AND SPEED PRACTICE BOOKS

<b>SPECIALISED CORRESPONDENCE BOOKS. (1) The Chemical Trade. (2) The Paper Trade. (3) The Building Trade.</b> In ordinary print ch	6d.
<b>GRADUATED DICTATION BOOKS. (1) Political Speeches. (2) Sermons.</b> In ordinary print. In crown 8vo. ch	4d.
<b>STUDENT'S PRACTICE BOOK.</b> In cr. 8vo, 241 pp.	2/-
<b>GRADUATED DICTATION BOOKS. (New Series) I and II.</b> ch	6d.
<b>GRADUATED COMMERCIAL LETTERS FOR DICTATION.</b> 8-1/4 in. by 6 in.	8d.
<b>REPORTING PRACTICE.</b> In crown 8vo, cloth	2/6
<b>PROGRESSIVE DICTATOR.</b> Third Edition. In crown 8vo, cloth	2/6
<b>SHORTHAND CANDIDATE'S DICTATION EXERCISES.</b> In crown 8vo, cloth	1/6
<b>COMMERCIAL DICTATION AND TYPEWRITING</b>	1/-
<b>SPEED TESTS AND GUIDE TO RAPID WRITING IN SHORTHAND.</b> In crown 8vo	2/6
<b>ONE MINUTE SPEED TESTS.</b> With Introduction on Acquisition of Speed by P. P. JACKSON. In crown 8vo	2/-
<b>IMULATIVE SPELLER AND SHORTHAND VOCABULARY.</b> By CHARLES E. SMITH. In crown 8vo, paper boards	2/-
<b>POCKET DICTATION BOOKS, Nos. 1, 2, 3, and 4.</b> 2-7/8 in. by 3-3/4 in. ch	2d.
<b>SPEED TRAINING IN PITMAN'S SHORTHAND.</b> By T. F. MARRINER	6d.

<b>ACQUISITION OF SPEED IN SHORTHAND.</b> By E. A. COPE. In ordinary print. In crown 8vo	9d.
<b>BROWN'S SHORT-CUTS IN SHORTHAND.</b> By GEORGE BROWN, F.I.P.S. In crown 8vo	1/-
<b>THE STENOGRAPHIC EXPERT.</b> By W. B. BOTTOME and W. F. SMART. In demy 8vo, cloth	7/6
<b>SHORTHAND COMMERCIAL LETTER-WRITER.</b> Advanced Style	
}; Key	6d.
<b>OFFICE WORK IN SHORTHAND.</b> Specimens of Legal and other Professional Work commonly dictated to Shorthand clerks, in the Advanced Style	
}; Key	6d.
<b>COMMERCIAL CORRESPONDENCE IN SHORTHAND.</b> In crown 8vo, cloth	3/6
<b>BUSINESS CORRESPONDENCE IN SHORTHAND.</b> In the Advanced Style.	
}; Key	10d.
<b>TRADE CORRESPONDENCE IN SHORTHAND.</b> In the Advanced Style.	
}; Key	8d.
<b>SCCELLANEOUS CORRESPONDENCE IN PITMAN'S SHORTHAND.</b> First, Second, Third, and Fourth Series. Advanced Style, with Keys in ordinary print. Each in crown 8vo, oblong	
ft	1/3

## SHORTHAND READING BOOKS

### In the Elementary Style.

<b>PITMAN'S FABLES</b>	6d.
<b>POETRY READINGS.</b> With Key	8d.
<b>PITMAN'S SHORTHAND READER.</b> Illustrated	8d.
<b>PICTURING TALES</b>	8d.
<b>PICTURES OF THE BUSH AND OTHER STORIES</b>	8d.

### In the Intermediate Style.

<b>PITMAN'S PHONOGRAPHIC READER, No. 1.</b> With Key	6d.
<b>ULLIVER'S VOYAGE TO LILLIPUT.</b> By JONATHAN SWIFT. With Key.	
both	2/-
<b>PICTURE MARINE X7 AND OTHER STORIES.</b> Illustrated	1/3
<b>THE VICAR OF WAKEFIELD.</b> By OLIVER GOLDSMITH. Illustrated.	
}; Cloth	2/6
<b>PICTURES AND SKETCHES.</b> By WASHINGTON IRVING. With Key.	
}; Cloth	2/-
<b>PICTURES OF ADVENTURE.</b> By various Authors	1/-
<b>THE RUNAWAY AIRSHIP AND OTHER STORIES.</b>	1/3
<b>THE SILVER SHIP OF MEXICO.</b> An abridgment of J. H. INGRAHAM's Story	
both	2/-
<b>PICTURE READING</b>	
No. 1, 6d. No. II	8d.
<b>THE BOOK OF PSALMS.</b> Bible Authorised Version. Cloth gilt, red edges	3/6
<b>COMMERCIAL READERS IN SHORTHAND.</b> (1) Commercial Institutions, 8d. (2) Commodities. (3) Leaders of Commerce. (4) Gateways of British Commerce.	
ch	6d.

### In the Advanced Style.

<b>PHONOGRAPHIC READER II.</b> With Key	6d.
<b>CHRISTMAS CAROL.</b> By CHARLES DICKENS.	
}; Cloth	1/9
<b>PICTURES FROM DICKENS</b>	
both	2/6

<b>THE SIGN OF FOUR.</b> By SIR A. CONAN DOYLE cloth	2/-
<b>THE RETURN OF SHERLOCK HOLMES. Vols. I, II and III</b> cloth, cloth	2/-
<b>ROUND THE WORLD IN EIGHTY DAYS.</b> By JULES VERNE	2/-
<b>SELF-CULTURE.</b> By J. S. BLACKIE. ; Cloth, 1/6; Key	2/6
<b>LECTIONS FROM AMERICAN AUTHORS.</b> With Key	1/3
<b>THE LEGEND OF SLEEPY HOLLOW.</b> By WASHINGTON IRVING. With Key	8d.
<b>PETER VAN WINKLE.</b> By WASHINGTON IRVING. With Key	6d.
<b>COURSE IN BUSINESS TRAINING.</b> By G. K. BUCKNALL, A.C.I.S. (Shorthand Edition), 288 pp.	3/-

### SHORTHAND TEACHERS' BOOKS

<b>PITMAN'S SHORTHAND TEACHER'S HANDBOOK.</b> In crown 8vo, cloth	1/6
<b>NOTES OF LESSONS ON PITMAN'S SHORTHAND.</b> Size 8 in. by 3-3/4 in., cloth	2/6
<b>PREPARATION FOR A SHORTHAND TEACHER'S EXAMINATION.</b> Size 8 in. by 3-3/4 in., cloth	1/6
<b>COMMENTARY ON PITMAN'S SHORTHAND.</b> By J. W. TAYLOR. In foolscap 8vo, cloth gilt, 448 pp.	5/-
<b>THE METHODS OF TEACHING SHORTHAND.</b> By E. J. McNAMARA, M.A. In crown 8vo, cloth	2/6
<b>PART OF THE PHONOGRAPHIC ALPHABET.</b> 22 in. by 35 in.	2d.
<b>PARTS ON PITMAN'S SHORTHAND.</b> Twenty large Charts (22 in. by 35 in.) the Set	7/6
<b>DERIVATIVE AND COMPOUND WORDS IN PITMAN'S SHORTHAND.</b> By H. W. B. WILSON. In foolscap 8vo	2/-
<b>THE STORY OF SHORTHAND.</b> By SIR ISAAC PITMAN. Fourth Edition, Revised. In crown 8vo, cloth with	5/-

## TYPEWRITING

<b>THE JUNIOR TYPIST.</b> By ANNIE E. DAVIS. Demy 8vo, cloth it	1/6
<b>THE NEW COURSE IN TYPEWRITING.</b> By MRS. SMITH CLOUGH. Large post 4to	2/-
<b>THE MAN'S TYPEWRITER MANUAL.</b> Can be used with any machine. Sixth Edition. Large post 4to, cloth	5/6
<b>THE MAN'S TYPEWRITING EXAMPLES</b> for any machine—	
On cards, 48 examples, foolscap folio	3/-
In oblong note-book, for standing by the side of the machine	2/6
In note-book form, in covers	2/-
<b>THE MAN'S EXERCISES AND TESTS IN TYPEWRITING.</b> Foolscap folio. Quarter cloth. Third Edition, revised	4/-
<b>HOW TO TEACH TYPEWRITING.</b> By KATE PICKARD, B.A. (Lond.). Crown 4to. cloth it	5/-
<b>THE PRACTICAL COURSE IN TOUCH TYPEWRITING.</b> By C. E. SMITH. English Edition, revised and enlarged. Size, 8-1/2 in. by 11 in.	2/6
<b>THE PRACTICAL TOUCH TYPEWRITING CHART.</b> Size, 30 in. by 40 in. it	2/6
<b>THE SIMINGTON TYPEWRITER MANUAL.</b> For Nos. 5 and 7, 10 and 11. With Exercises and illustrations. Ninth Edition. Large post 4to it	2/-
<b>THE UNDERWOOD TYPEWRITER MANUAL.</b> By A. J. SYLVESTER. Large post 4to	2/6
<b>THE VERTICAL-LOCK TYPEWRITER MANUAL (Group System of Touch Typewriting).</b> By H. ETHERIDGE. Large post 4to it	3/-
<b>THE ROYAL SOCIETY OF ARTS TYPEWRITING TESTS.</b> By A. E. MORTON. Elem., Inter., and Advanced. Each in foolscap folio it	4/-
<b>THE MODERN TYPEWRITING AND MANUAL OF OFFICE PROCEDURE.</b> By A. E. MORTON. 6-1/2 in. by 9-1/2 in., cloth	5/6
<b>THE TYPEWRITING CATECHISM.</b> By MRS. SMITH CLOUGH. In large post 4to it	4/-
<b>THE DICTIONARY OF TYPEWRITING.</b> By H. ETHERIDGE. In demy 8vo, cloth, fully illustrated it	6/-
<b>THE HIGH SPEED IN TYPEWRITING.</b> By A. M. KENNEDY and F. JARRETT. In demy 4to, 72 pp.	2/6

---

## PERIODICALS

**PITMAN'S JOURNAL.** Subscription, which may begin at any time, **17/4** per annum, post free. (Estab. 1842). 24 pp.  
Weekly **3d.**, by post

**4d.**

**PITMAN'S SHORTHAND WEEKLY.** (Estab. 1892.)  
Weekly **2d.**, by post

**2-1/2d.**

**BUSINESS ORGANISATION AND MANAGEMENT.** Monthly. **1/6** net, by post **1/9**. Annual Subscription  
**18/-**

**18/-**

---

*Pitman's Complete Commercial and Shorthand Catalogues containing FULL particulars of these and other important works will  
be sent post free on application.*

## Transcriber's Notes

Table of Contents has been added to the beginning of this e-text. It was not available in the original book.

Obvious printer's errors have been repaired, inconsistent spellings have been kept.

End of the Project Gutenberg EBook of An abridged list of Commercial Handbooks of Sir Isaac Pitman & Sons, Ltd., by Isaac & sons Pitman

\*\*\* END OF THIS PROJECT GUTENBERG EBOOK COMMERCIAL HANDBOOKS--PITMAN & SONS \*\*\*

\*\*\*\*\* This file should be named 51811-h.htm or 51811-h.zip \*\*\*\*\*  
This and all associated files of various formats will be found in:  
<http://www.gutenberg.org/5/1/8/1/51811/>

Produced by Judith Wirawan, deaurider and the Online Distributed Proofreading Team at <http://www.pgdp.net> (This file was produced from images generously made available by The Internet Archive)

Updated editions will replace the previous one--the old editions will be renamed.

Creating the works from print editions not protected by U.S. copyright law means that no one owns a United States copyright in these works, so the Foundation (and you!) can copy and distribute it in the United States without permission and without paying copyright royalties. Special rules, set forth in the General Terms of Use part of this license, apply to copying and distributing Project Gutenberg-tm electronic works to protect the PROJECT GUTENBERG-tm concept and trademark. Project Gutenberg is a registered trademark, and may not be used if you charge for the eBooks, unless you receive specific permission. If you do not charge anything for copies of this eBook, complying with the rules is very easy. You may use this eBook for nearly any purpose such as creation of derivative works, reports, performances and research. They may be modified and printed and given away--you may do practically ANYTHING in the United States with eBooks not protected by U.S. copyright law. Redistribution is subject to the trademark license, especially commercial redistribution.

START: FULL LICENSE

THE FULL PROJECT GUTENBERG LICENSE  
PLEASE READ THIS BEFORE YOU DISTRIBUTE OR USE THIS WORK

To protect the Project Gutenberg-tm mission of promoting the free distribution of electronic works, by using or distributing this work (or any other work associated in any way with the phrase "Project Gutenberg"), you agree to comply with all the terms of the Full Project Gutenberg-tm License available with this file or online at [www.gutenberg.org/license](http://www.gutenberg.org/license).

Section 1. General Terms of Use and Redistributing Project Gutenberg-tm electronic works

1.A. By reading or using any part of this Project Gutenberg-tm electronic work, you indicate that you have read, understand, agree to and accept all the terms of this license and intellectual property (trademark/copyright) agreement. If you do not agree to abide by all the terms of this agreement, you must cease using and return or destroy all copies of Project Gutenberg-tm electronic works in your possession. If you paid a fee for obtaining a copy of or access to a Project Gutenberg-tm electronic work and you do not agree to be bound by the terms of this agreement, you may obtain a refund from the person or entity to whom you paid the fee as set forth in paragraph 1.E.8.

1.B. "Project Gutenberg" is a registered trademark. It may only be used on or associated in any way with an electronic work by people who agree to be bound by the terms of this agreement. There are a few things that you can do with most Project Gutenberg-tm electronic works even without complying with the full terms of this agreement. See paragraph 1.C below. There are a lot of things you can do with Project Gutenberg-tm electronic works if you follow the terms of this agreement and help preserve free future access to Project Gutenberg-tm electronic works. See paragraph 1.E below.

1.C. The Project Gutenberg Literary Archive Foundation ("the Foundation" or PGLAF), owns a compilation copyright in the collection of Project Gutenberg-tm electronic works. Nearly all the individual works in the collection are in the public domain in the United States. If an individual work is unprotected by copyright law in the United States and you are located in the United States, we do not claim a right to prevent you from copying, distributing, performing, displaying or creating derivative works based on the work as long as all references to Project Gutenberg are removed. Of course, we hope that you will support the Project Gutenberg-tm mission of promoting

free access to electronic works by freely sharing Project Gutenberg-tm works in compliance with the terms of this agreement for keeping the Project Gutenberg-tm name associated with the work. You can easily comply with the terms of this agreement by keeping this work in the same format with its attached full Project Gutenberg-tm License when you share it without charge with others.

1.D. The copyright laws of the place where you are located also govern what you can do with this work. Copyright laws in most countries are in a constant state of change. If you are outside the United States, check the laws of your country in addition to the terms of this agreement before downloading, copying, displaying, performing, distributing or creating derivative works based on this work or any other Project Gutenberg-tm work. The Foundation makes no representations concerning the copyright status of any work in any country outside the United States.

1.E. Unless you have removed all references to Project Gutenberg:

1.E.1. The following sentence, with active links to, or other immediate access to, the full Project Gutenberg-tm License must appear prominently whenever any copy of a Project Gutenberg-tm work (any work on which the phrase "Project Gutenberg" appears, or with which the phrase "Project Gutenberg" is associated) is accessed, displayed, performed, viewed, copied or distributed:

This eBook is for the use of anyone anywhere in the United States and most other parts of the world at no cost and with almost no restrictions whatsoever. You may copy it, give it away or re-use it under the terms of the Project Gutenberg License included with this eBook or online at [www.gutenberg.org](http://www.gutenberg.org). If you are not located in the United States, you'll have to check the laws of the country where you are located before using this eBook.

1.E.2. If an individual Project Gutenberg-tm electronic work is derived from texts not protected by U.S. copyright law (does not contain a notice indicating that it is posted with permission of the copyright holder), the work can be copied and distributed to anyone in the United States without paying any fees or charges. If you are redistributing or providing access to a work with the phrase "Project Gutenberg" associated with or appearing on the work, you must comply either with the requirements of paragraphs 1.E.1 through 1.E.7 or obtain permission for the use of the work and the Project Gutenberg-tm trademark as set forth in paragraphs 1.E.8 or 1.E.9.

1.E.3. If an individual Project Gutenberg-tm electronic work is posted with the permission of the copyright holder, your use and distribution must comply with both paragraphs 1.E.1 through 1.E.7 and any additional terms imposed by the copyright holder. Additional terms will be linked to the Project Gutenberg-tm License for all works posted with the permission of the copyright holder found at the beginning of this work.

1.E.4. Do not unlink or detach or remove the full Project Gutenberg-tm License terms from this work, or any files containing a part of this work or any other work associated with Project Gutenberg-tm.

1.E.5. Do not copy, display, perform, distribute or redistribute this electronic work, or any part of this electronic work, without prominently displaying the sentence set forth in paragraph 1.E.1 with active links or immediate access to the full terms of the Project Gutenberg-tm License.

1.E.6. You may convert to and distribute this work in any binary, compressed, marked up, nonproprietary or proprietary form, including any word processing or hypertext form. However, if you provide access to or distribute copies of a Project Gutenberg-tm work in a format other than "Plain Vanilla ASCII" or other format used in the official version posted on the official Project Gutenberg-tm web site ([www.gutenberg.org](http://www.gutenberg.org)), you must, at no additional cost, fee or expense to the user, provide a copy, a means of exporting a copy, or a means of obtaining a copy upon request, of the work in its original "Plain Vanilla ASCII" or other form. Any alternate format must include the full Project Gutenberg-tm License as specified in paragraph 1.E.1.

1.E.7. Do not charge a fee for access to, viewing, displaying, performing, copying or distributing any Project Gutenberg-tm works unless you comply with paragraph 1.E.8 or 1.E.9.

1.E.8. You may charge a reasonable fee for copies of or providing access to or distributing Project Gutenberg-tm electronic works provided that

\* You pay a royalty fee of 20% of the gross profits you derive from the use of Project Gutenberg-tm works calculated using the method you already use to calculate your applicable taxes. The fee is owed to the owner of the Project Gutenberg-tm trademark, but he has agreed to donate royalties under this paragraph to the Project Gutenberg Literary Archive Foundation. Royalty payments must be paid within 60 days following each date on which you prepare (or are legally required to prepare) your periodic tax returns. Royalty payments should be clearly marked as such and sent to the Project Gutenberg Literary Archive Foundation at the address specified in Section 4, "Information about donations to the Project Gutenberg Literary Archive Foundation."

\* You provide a full refund of any money paid by a user who notifies you in writing (or by e-mail) within 30 days of receipt that s/he does not agree to the terms of the full Project Gutenberg-tm License. You must require such a user to return or destroy all copies of the works possessed in a physical medium and discontinue all use of and all access to other copies of Project Gutenberg-tm

works.

- \* You provide, in accordance with paragraph 1.F.3, a full refund of any money paid for a work or a replacement copy, if a defect in the electronic work is discovered and reported to you within 90 days of receipt of the work.
- \* You comply with all other terms of this agreement for free distribution of Project Gutenberg-tm works.

1.E.9. If you wish to charge a fee or distribute a Project Gutenberg-tm electronic work or group of works on different terms than are set forth in this agreement, you must obtain permission in writing from both the Project Gutenberg Literary Archive Foundation and The Project Gutenberg Trademark LLC, the owner of the Project Gutenberg-tm trademark. Contact the Foundation as set forth in Section 3 below.

#### 1.F.

1.F.1. Project Gutenberg volunteers and employees expend considerable effort to identify, do copyright research on, transcribe and proofread works not protected by U.S. copyright law in creating the Project Gutenberg-tm collection. Despite these efforts, Project Gutenberg-tm electronic works, and the medium on which they may be stored, may contain "Defects," such as, but not limited to, incomplete, inaccurate or corrupt data, transcription errors, a copyright or other intellectual property infringement, a defective or damaged disk or other medium, a computer virus, or computer codes that damage or cannot be read by your equipment.

1.F.2. LIMITED WARRANTY, DISCLAIMER OF DAMAGES - Except for the "Right of Replacement or Refund" described in paragraph 1.F.3, the Project Gutenberg Literary Archive Foundation, the owner of the Project Gutenberg-tm trademark, and any other party distributing a Project Gutenberg-tm electronic work under this agreement, disclaim all liability to you for damages, costs and expenses, including legal fees. YOU AGREE THAT YOU HAVE NO REMEDIES FOR NEGLIGENCE, STRICT LIABILITY, BREACH OF WARRANTY OR BREACH OF CONTRACT EXCEPT THOSE PROVIDED IN PARAGRAPH 1.F.3. YOU AGREE THAT THE FOUNDATION, THE TRADEMARK OWNER, AND ANY DISTRIBUTOR UNDER THIS AGREEMENT WILL NOT BE LIABLE TO YOU FOR ACTUAL, DIRECT, INDIRECT, CONSEQUENTIAL, PUNITIVE OR INCIDENTAL DAMAGES EVEN IF YOU GIVE NOTICE OF THE POSSIBILITY OF SUCH DAMAGE.

1.F.3. LIMITED RIGHT OF REPLACEMENT OR REFUND - If you discover a defect in this electronic work within 90 days of receiving it, you can receive a refund of the money (if any) you paid for it by sending a written explanation to the person you received the work from. If you received the work on a physical medium, you must return the medium with your written explanation. The person or entity that provided you with the defective work may elect to provide a replacement copy in lieu of a refund. If you received the work electronically, the person or entity providing it to you may choose to give you a second opportunity to receive the work electronically in lieu of a refund. If the second copy is also defective, you may demand a refund in writing without further opportunities to fix the problem.

1.F.4. Except for the limited right of replacement or refund set forth in paragraph 1.F.3, this work is provided to you 'AS-IS', WITH NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

1.F.5. Some states do not allow disclaimers of certain implied warranties or the exclusion or limitation of certain types of damages. If any disclaimer or limitation set forth in this agreement violates the law of the state applicable to this agreement, the agreement shall be interpreted to make the maximum disclaimer or limitation permitted by the applicable state law. The invalidity or unenforceability of any provision of this agreement shall not void the remaining provisions.

1.F.6. INDEMNITY - You agree to indemnify and hold the Foundation, the trademark owner, any agent or employee of the Foundation, anyone providing copies of Project Gutenberg-tm electronic works in accordance with this agreement, and any volunteers associated with the production, promotion and distribution of Project Gutenberg-tm electronic works, harmless from all liability, costs and expenses, including legal fees, that arise directly or indirectly from any of the following which you do or cause to occur: (a) distribution of this or any Project Gutenberg-tm work, (b) alteration, modification, or additions or deletions to any Project Gutenberg-tm work, and (c) any Defect you cause.

#### Section 2. Information about the Mission of Project Gutenberg-tm

Project Gutenberg-tm is synonymous with the free distribution of electronic works in formats readable by the widest variety of computers including obsolete, old, middle-aged and new computers. It exists because of the efforts of hundreds of volunteers and donations from people in all walks of life.

Volunteers and financial support to provide volunteers with the assistance they need are critical to reaching Project Gutenberg-tm's goals and ensuring that the Project Gutenberg-tm collection will remain freely available for generations to come. In 2001, the Project Gutenberg Literary Archive Foundation was created to provide a secure and permanent future for Project Gutenberg-tm and future generations. To learn more about the Project Gutenberg Literary Archive Foundation and how your efforts and donations can help, see Sections 3 and 4 and the Foundation information page at [www.gutenberg.org](http://www.gutenberg.org)



### Section 3. Information about the Project Gutenberg Literary Archive Foundation

The Project Gutenberg Literary Archive Foundation is a non profit 501(c)(3) educational corporation organized under the laws of the state of Mississippi and granted tax exempt status by the Internal Revenue Service. The Foundation's EIN or federal tax identification number is 64-6221541. Contributions to the Project Gutenberg Literary Archive Foundation are tax deductible to the full extent permitted by U.S. federal laws and your state's laws.

The Foundation's principal office is in Fairbanks, Alaska, with the mailing address: PO Box 750175, Fairbanks, AK 99775, but its volunteers and employees are scattered throughout numerous locations. Its business office is located at 809 North 1500 West, Salt Lake City, UT 84116, (801) 596-1887. Email contact links and up to date contact information can be found at the Foundation's web site and official page at [www.gutenberg.org/contact](http://www.gutenberg.org/contact)

For additional contact information:

Dr. Gregory B. Newby  
Chief Executive and Director  
[gbnewby@pglaf.org](mailto:gbnewby@pglaf.org)

### Section 4. Information about Donations to the Project Gutenberg Literary Archive Foundation

Project Gutenberg-tm depends upon and cannot survive without wide spread public support and donations to carry out its mission of increasing the number of public domain and licensed works that can be freely distributed in machine readable form accessible by the widest array of equipment including outdated equipment. Many small donations (\$1 to \$5,000) are particularly important to maintaining tax exempt status with the IRS.

The Foundation is committed to complying with the laws regulating charities and charitable donations in all 50 states of the United States. Compliance requirements are not uniform and it takes a considerable effort, much paperwork and many fees to meet and keep up with these requirements. We do not solicit donations in locations where we have not received written confirmation of compliance. To SEND DONATIONS or determine the status of compliance for any particular state visit [www.gutenberg.org/donate](http://www.gutenberg.org/donate)

While we cannot and do not solicit contributions from states where we have not met the solicitation requirements, we know of no prohibition against accepting unsolicited donations from donors in such states who approach us with offers to donate.

International donations are gratefully accepted, but we cannot make any statements concerning tax treatment of donations received from outside the United States. U.S. laws alone swamp our small staff.

Please check the Project Gutenberg Web pages for current donation methods and addresses. Donations are accepted in a number of other ways including checks, online payments and credit card donations. To donate, please visit: [www.gutenberg.org/donate](http://www.gutenberg.org/donate)

### Section 5. General Information About Project Gutenberg-tm electronic works.

Professor Michael S. Hart was the originator of the Project Gutenberg-tm concept of a library of electronic works that could be freely shared with anyone. For forty years, he produced and distributed Project Gutenberg-tm eBooks with only a loose network of volunteer support.

Project Gutenberg-tm eBooks are often created from several printed editions, all of which are confirmed as not protected by copyright in the U.S. unless a copyright notice is included. Thus, we do not necessarily keep eBooks in compliance with any particular paper edition.

Most people start at our Web site which has the main PG search facility: [www.gutenberg.org](http://www.gutenberg.org)

This Web site includes information about Project Gutenberg-tm, including how to make donations to the Project Gutenberg Literary Archive Foundation, how to help produce our new eBooks, and how to subscribe to our email newsletter to hear about new eBooks.